

Message

From: Graf, Kate [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=92E0594B13094933B34605677DCB5764-KFRASS02]
Sent: 5/22/2017 2:22:09 PM
To: Berkley, Bruce [Berkley.Bruce@epa.gov]
Subject: VV
Attachments: OCSPP Draft V-V Business Case Checklist 5.19.17.docx; VERA VSIP Major Themes OCSPP 5.17.17.final with Kate's notes.xlsx

Kate Graf
PMO
Office of Chemical Safety and Pollution Prevention
202/564-0193

Appointment

From: Vizian, Donna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CB2401BF8D4F441DBF27F21E122BE2C5-VIZIAN, DONNA]
Sent: 7/16/2018 6:50:29 PM
To: Vizian, Donna [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cb2401bf8d4f441dbf27f21e122be2c5-Vizian, Donna]; Breen, Barry [Breen.Barry@epa.gov]; Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]
CC: Cheatham, Reggie [cheatham.reggie@epa.gov]; Roache, Brendan [Roache.Brendan@epa.gov]; Wilbur, Jennifer [Wilbur.Jennifer@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Clark, Becki [Clark.Beki@epa.gov]
Subject: OLEM/OEM Reorganization Meeting
Attachments: Meeting Request; OLEM_OEM Business Case.docx
Location: DCROOMWJCN3330Q
Start: 7/24/2018 2:30:00 PM
End: 7/24/2018 3:00:00 PM
Show Time As: Busy

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 11/15/2017 3:01:29 PM
To: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: OARM.Final Business Case.6.16.17.docx
Attachments: OARM.Final Business Case.6.16.17.docx

There is a more detailed template (a great big table) that shows the individual positions offered. But, it was not submitted to OPM. Based on the attached, there is no basis for Jerome's assessment. It does not discuss specific series or grades. It is extremely generic.

Ex. 5 - Deliberative Process

From: Jablonski, Janice
Sent: Wednesday, November 15, 2017 9:58 AM
To: Hardy, Michael <Hardy.Michael@epa.gov>
Subject: OARM.Final Business Case.6.16.17.docx

Appointment

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 3/14/2018 11:10:33 PM
To: Hart, Debbi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=62afb40f2bf1484d933f2ce207eb20e7-Hart, Debra]; Gray, David [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=881c62b1e54142388c1de2f8e3799c33-Gray, David]; Lane, Vicki [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e114b60d9dfc4baf83bd172f5d937e87-VLANE02]; Lattimore, Kraig [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dd04ae1aa4c64da4967c0f783ae49444-Lattimore, Kraig]; Karen Maher [Maher.Karen@epa.gov]; Vaughan, Pat [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4367c062eeec401584761a7ca93692ea-Vaughan, Patricia]; Loretta Hunt [Hunt.Loretta@epa.gov]; Michelle McClendon [McClendon.Michelle@epa.gov]; Bonner, Jerome [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e65cbf2351514b1ea85b535cc8ee424d-Bonner, Jer]; Young, Debbie [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=b2a5e7a7c1dc4e52b61fec84d0dfb9eb-Young, Debbie]; Jones, Sara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=955ef0fb458d45c7a69f0ee49500f4cf-Jones, Sara]; Jimenez, Elaine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=31ad7d56dfcf4aef946a960970417e81-Jimenez, Elaine]; Burt, Cynthia [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=ce649835987c4df98d2604346199ce91-Burt, Cynthia]; Davis, Cathy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=14e5b993f2a74197a174a9a4e29761c8-Davis, Cathy]
CC: Willig, Jeanine [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c74f260ba4ae4c21b19cd941dd18e7ca-Willig, Jea]; Martinez, Doris [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4909d13ce7f341809e70d6e99cb808c2-DMARTINE]; Taylor, Jeremy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=fc93e1098fa544968746a9f2020c74b4-Taylor, Jeremy]; Engebretson, Lizabeth [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=433e4eda223b4600abcc1bb8ca0638a2-Engebretson, Lizabeth J.]; Krift, Cheryl [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=5f46f594d15d4fc2838cac073afca92d-Krift, Cher]; Kanet, Audrey [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c03e5ddb63804a42ba650c81aad7af5f-Kanet, Audrey]; Hampton, Torrey [hampton.torrey@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Martinez, Gwendolyn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=716c386ec98a45268868131b4037c4e9-Martinez, Gwendolyn]; Lee, Terry [lee.terry@epa.gov] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bc61b74228cc4c2ab683cfa37516dafb-Lee, Terry]
BCC: WJC East 1422 [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=65e9530f51774760a482e32f1d2d65e0-WJC East 1]
Subject: VERA/VSIP Overview
Attachments: VERA- VSIP FAQ's Managers 3-21-18.pdf; VERA-VSIP Overview 3-21-18.pptx
Location: WJC East 1422
Start: 3/22/2018 8:00:00 PM
End: 3/22/2018 9:00:00 PM
Show Time As: Busy

All-

Please see attached material for discussion at tomorrow's meeting. Thanks! Loretta and Debbi

Conference Number: **Ex. 6 - Personal Privacy**

Conference ID: **Ex. 6 - Personal Privacy**

Voluntary Early Retirement Authority (VERA) Voluntary Separation Incentive Payment (VSIP) Authority FREQUENTLY ASKED QUESTIONS

Disclaimer: The questions and answers are intended to provide very general information about the VERA/VSIP authorities. You should not rely on this summary as a sole source of information. You should direct additional questions to the Office of Human Resources, Policy, Planning and Training Division.

1. What is VERA

It allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. The authority encourages more voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force.

2. Who is eligible for VERA?

It applies to employees covered under both the Civil Service Retirement System and the Federal Employees Retirement System.

The employee must:

1. Meet the minimum age and service requirements -
 - At least age 50 with at least 20 years creditable Federal service, OR
 - Any age with at least 25 years creditable Federal service;
2. Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
3. Serve in a position covered by the agency's VERA plan; and
4. Separate by the close of the early-out period.

3. What is VSIP?

It allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate.

4. Who is eligible for VSIP?

The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and

5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

5. May I offer only VERA or only VSIP?

Yes; however, offering one without the other may limit the number of employees willing to leave.

6. What information does OPM need to make a decision on the agency's request?

The law is very specific on the kinds of information that agencies need to provide in order for their request to be evaluated. This includes (but is not limited to): identification of which agency components have excess personnel and will be covered by the incentive; which positions and functions will be reduced or eliminated; the time period during which incentives will be offered and the numbers of employees covered. In the case of VSIP, additional detailed information is needed to understand the expected changes from the agency's current structure and staffing levels, to the future/desired state to be achieved through the use of the incentives. Please visit www.opm.gov/reshaping for more information.

7. Can the agency get approval to offer a VERA and/or VSIP based on an anticipated scenario (e.g., a possible budget shortfall or possible reorganization requiring additional approval)?

A VERA and/or VSIP can only be authorized when an agency is responding to a known decision or circumstance (vs. an uncertain or possible scenario). Note that decisions made under an agency head's authority to reorganize, re-prioritize, reduce, etc., are a valid basis for requesting VERA and/or VSIP.

8. Do I have to offer VSIP only to employees who are early or regular (optional) retirement eligible?

No. VSIP can be offered employees who are not VERA or optional retirement eligible. Managers are focusing on positions, not people. The targeted position must be restructured or eliminated¹ which is not dependent on the retirement status of the incumbent. An incumbent who isn't early or optional retirement eligible who accepts a buy-out would resign.

9. What will be the amount of the VSIP?

Eligible employees accepting the VSIP will receive the lesser of two amounts:

¹ Unless it is a designated safe position. Please see questions #16 and #17 below.

- \$25,000; or
- The equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

NOTE: For severance pay, an employee is entitled to one week of basic pay for each year of service up to the first 10 years, plus 2 weeks basic pay for each year of service beyond 10 years. In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that an employee is over 40 years of age. The maximum amount of severance pay is one year's salary.

10. How must organizations pay for VSIPs?

An agency may pay a VSIP only from appropriations or funds available for the basic pay of the employee who separates for the incentive.

11. Are there any positions which are exempt from VERA/VSIP targeting?

Any position may be targeted for elimination or restructuring in alignment with the organization's reshaping/reduction/delaying efforts. However, OPM will require additional information for the following positions:

- Continuing or mandatory jobs (HR Officer, Budget Officer, etc.);
- SES positions; and
- Direct-hire positions (i.e., 2210 IT *Security* positions)

12. Is the organization required to offer VERA/VSIP broadly? Can the organization make offers to certain subcomponents and not others?

The organization can target broadly or narrowly based upon its current, known reshaping needs. The organization may also make offers to certain subcomponents but not others. Remember, VERA and VSIP are position-focused initiatives. If positions are appropriately structured for the organization's current needs, there is no need to target those positions.

13. How detailed should the org chart be?

The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

14. What is a restructured position?

If the position is vacated under VERA/VSIP, the organization must do one of the following before refilling the position²:

- Change from supervisory to non-supervisory.
- Decrease the grade and/or full performance level.
- Change the series of the position.

² Unless it is a designated safe position. Please see questions #16 and #17 below.

- Significantly change the duties of the position (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant).

15. Does an organization need to submit a proposed PD to OPM if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

Generally, no. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place if vacated. However, if OPM does request specific information the agency must provide it and they will decide on the sufficiency of the proposed changes.

16. What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

These are positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VERA/VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the VERA/VSIP authorities. This option assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as "safe positions" do not have to be restructured if vacated. An employee in a targeted position that is *not* identified as a "safe position" should be reassigned into this position. The organization's business case must identify and explain any "safe position" plans.

Examples

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

An HR organization will be restructuring to reduce staffing and recruitment capacity while increasing capacity in the benefits and retirement areas. V-V can be offered to employees in Staffing and Recruitment AND Benefits and Retirement so that the agency can then move any remaining excess staffing/recruitment specialists into benefits and retirement positions vacated through V-V (for purposes of the example assume qualifications are not an issue).

A scientific organization focusing on Superfund Site Remediation is a safe organization, but the office will be reducing capacity and restructuring another organization where staff are in similar occupations with similar qualifications. This will result in the elimination of several supervisory positions in the latter organization. V-V can be offered to supervisors in both organizations, eliminating those that vacate in the latter, and moving supervisors who remain from the affected organization to any slots vacated in the Remediation group that is going to remain as is.

17. I'm still confused about safe positions. Please provide more information.

Organizations are focusing on positions that must be restructured, reduced or eliminated. As such, direct backfills (i.e., no change to the position) if a position is vacated under VERA or VSIP aren't allowed.

However, OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Thus, the “safe position” flexibility allows the agency to meet its restructuring goals while minimizing the impact on some employees. Unlike the other positions that are targeted in a VERA/VSIP request, the “safe position” does not have to be restructured. Its sole purpose for inclusion is to be used as a placement position for an impacted VERA/VSIP employee whose position *must* be restructured or eliminated once vacated. Organizations do not have to designate “safe positions” in their requests. There must be a reasonable expectation the impacted employee(s) would qualify for the “safe position” identified. For example, it would not make sense to designate a 1301 position as a “safe position” if the impacted employee whose position must be restructured is a 343 or 301. Please note, the use of competitive procedures to fill a vacated “safe position” is inappropriate under these circumstances. Organizations should consult their servicing Human Resources Shared Service Center for guidance on reassignments, qualifications or other staffing matters.

Example

Bob is a GS-343-13 in office A. Betty is a GS-343-13 in office B. Each could qualify for the other’s position. The organization must restructure or eliminate the GS-343-13 position in office B. Betty doesn’t want to take a VERA and/or VSIP. Bob will gladly take the VERA/VSIP and retire. The organization designates Bob’s position as a “safe position” in its request. Bob separates. Betty is reassigned to office A. Office B then restructures the GS-343-13 position by changing the series/grade to a GS-1301-12.

In this simplified scenario, the agency needed to restructure the GS-343-13 in office B but included the similar position in office A to increase the likelihood of attrition and provided a safe harbor for an incumbent.

18. Can VSIP be limited to only early and optional retirement eligibles?

Technically, yes. However, when considering *retirement eligibility* to determine the categories of employees who will be offered VSIP, organizations are advised to ensure they are in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.



Voluntary Early Retirement and Voluntary Separation Incentive Payment Authorities

March 2018

What is VERA?

- Commonly called “early out”
- Temporarily lowers the age and service requirements in order to increase the number of employees who can retire during periods of substantial restructuring, reshaping, downsizing, or reorganization.
- Each retirement system, FERS and CSRS, have age and service requirements for the early-out

VERA Eligibility

Must have at least 20 years of service and age 50+ or have 25 years of service at any age

- CSRS – 1/6 per month or 2% per year permanent annuity reduction for each year under 55
 - FERS – No reduction
- Must have been on the agency's rolls at least 31 days before the request
- Must occupy a position covered by the approved agency plan
- Must retire by the agency-specified date
- Must not have received a notice of involuntary separation for misconduct or performance
- Must not be serving on a time-limited appointment

What is VSIP?

- Commonly called a “buyout”
- Allows agencies that are ***downsizing*** or ***restructuring*** to offer employees lump-sum payments as an incentive to voluntarily retire or resign
- Buy-out/Payment is the lesser of:
 - \$25,000, or
 - Amount of your severance pay entitlement

What is VSIP? (con't)

- VSIP is subject to applicable taxes
- Paid as a lump-sum after employee separates
- VSIP recipients must REPAY the ENTIRE amount before taxes if reemployed w/government within 5 years.



VSIP Eligibility

The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the executive branch of the federal government for a continuous period of at least 3 years;
- Be serving in a position covered by the agency VSIP plan (i.e., in the specific geographic area, organization, series and grade); and
- Apply for and receive VSIP approval.



VSIP Ineligible

- Reemployed annuitants;
- Eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or poor performance;
- Previously received any VSIP from the federal government;
- Recipient of a student loan repayment during the 36-month period preceding the date of separation;
- Recipient of a recruitment or relocation incentive during the 24-month period preceding the date of separation; and
- Recipient of a retention incentive during the 12-month period preceding the date of separation.

VSIP Options

- Eligible employees in covered positions may apply for:
 - “Regular” retirement (aka “*optional*” retirement) with a VSIP incentive
 - *Early* retirement under a VERA authority with a VSIP incentive; or may
 - *Resign* voluntarily with a VSIP incentive

Why offer VERA/VSIP?

VERA and VSIP are strategic workforce planning tools that an agency might use to help reduce or reshape the workforce due to:

- **Budgetary Shortfall** - the organization is faced with potential personnel budget shortfalls
- **Skills Imbalance** - there are positions with obsolete skill requirements and a need to establish new positions that require different skills to accomplish the mission

Can an Organization Offer Only VERA or VSIP?

- Yes; however, offering one without the other may limit the number of employees willing to leave.

Can an Organization Only Offer VSIP to Early or Optional Retirement Eligibles?

- Technically, yes. However, when considering retirement eligibility to determine the categories of employees who will be offered VSIP, organizations are advised to ensure they are in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.

What are Safe Positions?

- Positions which are included in the VERA/VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.
- Assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as “safe positions” do not have to be restructured if vacated.
- An employee in a targeted position that is not identified as a “safe position” should be reassigned into this position. The organization’s business case must identify and explain any “safe position” plans.

Safe Positions (con't)

Examples

- The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.
- A scientific organization focusing on Superfund Site Remediation is a safe organization, but the office will be reducing capacity and restructuring another organization where staff are in similar occupations with similar qualifications. This will result in the elimination of several supervisory positions in the latter organization. V-V can be offered to supervisors in both organizations, eliminating those that vacate in the latter, and moving supervisors who remain from the affected organization to any slots vacated in the Remediation group that is going to remain as is.

Remember Acceptance is Voluntary

- VERA and VSIP are voluntary attrition authorities.
- *HOWEVER*, these authorities are often used to minimize the agency's need to take ***involuntary*** actions such as:
 - Furloughs ("lay-offs")
 - Reduction In Force (RIF)
 - Transfer of a Function (TOF)
 - Geographic Relocations/Management Directed Reassignments (MDRs)
 - Commercial Activities Studies (A-76)

OPM and OMB Roles

- OPM approves VERA requests
- OPM and OMB *jointly* review VSIP requests
- OPM issues the actual approval once OMB concurs with the request



VERA and VSIP ARE NOT!

- A short term solution for budget cuts.
- To be used for anticipated scenarios.
- To avoid dealing with employee performance deficiencies: while the law allows for use of VERA/VSIP to address “obsolete skills,” these result from fundamental changes to the position, versus situations where the skills needed have not changed but an individual employee is unable to perform the work.

What VSIP is NOT Intended for

- To “be fair” and “give everyone a chance to get the buy-out.” VSIP/VERA is not an employee entitlement and should not be used in areas of the organization not impacted by downsizing or reorganization.
- To create promotion opportunities or career ladder development. While succession planning is a requirement of agencies, positions for which a VSIP is paid must change in some way if refilled following the VSIP payment.
- To avoid providing training or retraining for certain categories of employees, e.g., retirement eligible employees whom the agency does not want to invest in training required for the position. Withholding training opportunities based on this could be an ADEA violation or a Prohibited Personnel Practice.

Agency Plans – Determining Covered Positions

- Should use a *targeted* approach vs. including every position in the organization, except in total closure situations
- Targeted approach means deciding what series, grades, and locations should be covered
- How many “slots” (and cost and savings to be achieved)
- Caps/limits to avoid unmanageable # of departures
- Which positions will be ***abolished*** vs. ***restructured***



TARGETING POSITIONS

- Target positions, not employees.
- Do not target critical positions, required positions (e.g., Budget Officer) or direct hire positions (e.g., IT Security).
 - SES positions will require additional information (e.g., does the agency plan to return the slot to OPM or reallocate to another position within the agency?)

Examples of restructuring include:

- A change in series, grade, or full performance level (career ladder) of the position.
- A geographic relocation outside of the commuting area, such that if the incumbent declines relocation he or she may face separation and be eligible for severance pay, which in most cases (not all), is more costly than the VSIP payment.
- Delaying, reducing supervisory positions/span of control and either abolishing the supervisory position if vacated or restructuring to non-supervisory.
- Changes to the skills required, even if the series and grade remain the same, in which case we will look for a specific description of the “old” and “new” skills required.



JUSTIFICATIONS MUST INCLUDE:

- Detailed summary of how the authorities will be used and the anticipated results.
- An explanation why the requested incentive(s) are an appropriate strategy for making the required workforce adjustments.
- The total number of employees expected to be affected and expected to take advantage of the incentive(s).
- Anticipated budget impact (i.e., direct costs and estimated savings).
- Detailed list of positions that will be impacted and offered the incentive(s) identified by organizational unit, geographical location, occupational category, grade level and any other relevant factors.
- An explanation of how the organization will operate without the eliminated positions.
- Current and proposed organizational charts.

Governing Statute & Regulation

Statutory & regulatory bases for VSIP:

5 U.S.C. 3521

5 U.S.C. 2105

5 CFR Part 576

Statutory and regulatory bases for VERA:

5 U.S.C. 8336(d)(2)(D) for CSRS

5 U.S.C. 8414(b)(1)(B) for FERS

5 CFR Part 831.114 for CSRS

5 CFR Part 842.213 for FERS

POST VERA/VSIP ACTIONS

- OPM no longer requires quarterly reports from agencies for their VSIP/VERA usage
- The agency is expected to maintain such information and must provide it to OPM or any appropriate authority upon request
- OARM will track an organization's post-VERA/VSIP actions to ensure adherence to the business case

Questions?





OHR CONTACTS

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Loretta Hunt

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[DateTime]

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 4/6/2018 5:33:14 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Status of LV VERA/VSIP Request
Attachments: EPA Las Vegas Business Case 3-26-18.docx

This looks very good Loretta! Minor edits to business case (attached).

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Thursday, April 05, 2018 9:24 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: Status of LV VERA/VSIP Request

ORD and CI had no comments. For your review before I package and send to Wes.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
OARM/OHR/PPTD
U.S. Environmental Protection Agency
Email: hunt.loretta@epa.gov
Phone: (202)564-6963

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: April 4, 2018 at 5:23:17 PM EDT
To: "Vaughan, Pat" <Vaughan.Pat@epa.gov>, "Kanet, Audrey" <kanet.audrey@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, Ryan Atkinson <Atkinson.Ryan@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Remmers, Janet" <Remmers.Janet@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Schulman, Marvin" <Schulman.Marvin@epa.gov>, "Hampton, Torrey" <hampton.torrey@epa.gov>, "McNeal, Detha" <McNeal.Detha@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>
Subject: Status of LV VERA/VSIP Request

Everyone,

We're waiting for OCFO to let us know if the request can move forward in light of the restrictions finalized in the FY18 budget. I have been directed to send the signature package to OARM-IO so it can be signed if allowed to proceed.

This is a final call for edits or comments before I move the package forward.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 3/15/2018 10:10:21 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Request for preliminary VERA/VSIP information for your office

FYI—glad we have his permission... 😊

From: Gray, David
Sent: Thursday, March 15, 2018 6:08 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Request for preliminary VERA/VSIP information for your office

No that is okay. She just mentioned it to me but no indication of your timing. Please move forward.

Sent from my iPhone

On Mar 15, 2018, at 5:06 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

David-

I'm not sure how we could accommodate that as the package is going over to OPM/OMB tomorrow. Do we need to talk?

From: Gray, David
Sent: Wednesday, March 14, 2018 7:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Request for preliminary VERA/VSIP information for your office

Ok,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Mar 14, 2018, at 5:45 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

David—

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi

P.S. Sorry I'm slow! We are working on finalizing a VERA/VSIP package for Las Vegas that must be expedited.

From: Gray, David
Sent: Tuesday, March 06, 2018 1:24 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Request for preliminary VERA/VSIP information for your office

Hi Debbi,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Region 6 2017 VERA/VSIP Themes

Ex. 5 - Deliberative Process

1. Delaying.

Ex. 5 - Deliberative Process

2. Consolidate or reduce administrative functions.

Ex. 5 - Deliberative Process

3. Restructure and reduce highly graded supervisory and non-supervisory positions.

Ex. 5 - Deliberative Process

4. Restructure to focus on core business functions.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

5. Restructure to focus on STEM/programmatic priorities

Ex. 5 - Deliberative Process

6. Consolidate and streamline functions/activities/reduce number of programs

Ex. 5 - Deliberative Process

From: Hart, Debbi

Sent: Friday, February 23, 2018 5:05 PM

To: Gray, David <gray.david@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Request for preliminary VERA/VSIP information for your office

Greetings All-

You were identified as your office's point of contact for VERA/VSIP efforts—if you're not the correct person, please let me know. We are beginning to coordinate with OPM and OMB and require some initial information from your office. Specifically, can you please provide a brief summary of your office's business case for requesting VERA/VSIP and the time frame for having employees off your rolls? It would be great to have this information by early March. Please connect with me or Loretta if you have any questions—we are here to help you through the process. Thanks—we look forward to working with you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna

Sent: Wednesday, January 31, 2018 4:17 PM

To: Minoli, Kevin <Minoli.Kevin@epa.gov>; Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>

Subject: V/V

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Please let Debbi know the contact point in your office. Thanks

Best,
Donna

.....

.....

.....

.....

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/1/2018 5:12:45 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]
CC: Remmers, Janet [Remmers.Janet@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]
Subject: OARM/ORD V/V Draft
Attachments: LV-ORD Business Case ver 4.docx

Everyone,

The latest draft of the business case is attached. Janet Remmers (OCFO) is being pulled into the mix. She will provide assistance on the budget portion of the request. We met with OMB yesterday to discuss required budget information and are awaiting a final determination.

In the meantime, we need the following information so Janet can start planning:

1. Average salary (grade and step) for impacted population; and
2. Average annual leave balances for the target population.

The spreadsheet is still pending.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 2/14/2018 6:25:02 PM
To: Naples, Eileen [Naples.Eileen@epa.gov]
CC: Cooper, Marian [Cooper.Marian@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: RE: Urgent Input Needed: Verification of final Earlyout/Buyout #s
Attachments: Carper Workforce Reduction 2 14 2018.docx

Importance: High

Sorry I didn't know you needed before 2! Here are a couple of minor edits to the V/V portion of the letter. Marian is asking RTP-SSC to confirm the 2017 V/V chart numbers as Loretta spotted a potential discrepancy. Call if questions. Thanks! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Naples, Eileen
Sent: Wednesday, February 14, 2018 10:12 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>
Subject: Urgent Input Needed: Verification of final Earlyout/Buyout #s
Importance: High

Hi Debbi,

As I mentioned in my phone message, we are hoping to have Donna sign the response to Carper's incoming today—before she signs, could you confirm that all of the Earlyout/Buyout numbers are accurate? I've included the incoming, EPA's response (see redlined Word document), as well as all of the language in our response mentioning Earlyout/Buyout numbers below for ease of review.

Thanks in advance for your response!

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Eileen Naples
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-7057

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 1/3/2018 6:51:11 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Follow-up to today's V/V meeting
Attachments: REVISED FINAL OCFO 2017 VERA-VSIP Business Case 06-07-2017.docx

Per your request:

Agency business case: [http://](#)

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, January 03, 2018 12:29 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Follow-up to today's V/V meeting

Debbi,

Did you want to send just one email to Paige with both items? What I promised is attached.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 9/28/2017 1:27:19 PM
To: Martinson, Alice [Martinson.Alice@epa.gov]
CC: Collins, BJ [Collins.BJ@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Final Separation List.xlsx

Great, thanks. Debbie here's the updated chart if you need it . . . Also, any news on
out to their budget office to see what happened?

Ex. 5 - Deliberative Process

Need me to reach

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
C: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Thursday, September 28, 2017 9:24 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>

Cc: Collins, BJ <Collins.BJ@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Yes, the changes you have made are accurate. The only thing you might want to add back in is the footnote on the who are scheduled to leave 9/30.



I am copying Debbi because she had a question about that, in relation to our final numbers.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Thursday, September 28, 2017 9:21 AM
To: Martinson, Alice <Martinson.Alice@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>
Subject: RE: Final Separation List.xlsx

Okay, thanks. So is it okay for me to modify this chart as follows (I believe Donna may want this in the Chief of Staff's talking points):

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
C: Ex. 6 - Personal Privacy
SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice
Sent: Thursday, September 28, 2017 9:17 AM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>
Subject: RE: Final Separation List.xlsx

Dan,

I'm not sure what the issue was with the OCSPP number, but after updating the system with Ex. 5 - Deliberative Process status, I pulled the numbers again and they match what you have.

Please let me know if you need anything else.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Collins, BJ
Sent: Thursday, September 28, 2017 8:26 AM
To: Martinson, Alice <Martinson.Alice@epa.gov>
Subject: FW: Final Separation List.xlsx

Alice,

Can you clear this up with Dan (I believe you did in the previous email). Thank you.

BJ Collins, Deputy Director
Office of Administration and Resources Management-RTP
Office Phone – 919-541-5515
Cell Phone – Ex. 6 - Personal Privacy

From: Coogan, Daniel

Sent: Wednesday, September 27, 2017 4:50 PM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Subject: RE: Final Separation List.xlsx

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 3:54 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>
Subject: RE: Final Separation List.xlsx

Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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
From: Hart, Debbi

Sent: Wednesday, September 27, 2017 1:58 PM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Cc: Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: RE: Final Separation List.xlsx

Many thanks! I've update the info for Ryan. Can I please get a final table that totals to the  last version I got was from yesterday afternoon and totaled  (see below). Need to include in submittal for OPM/OMB per Donna's request. Thanks in advance. Debbi

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:46 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

No, sorry. I misspoke. Your numbers look right to me based on all the info.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360




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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 1:43 PM
To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

I'm including those in the Ex. 5 - Deliberative Process Are you saying that there are two more employees who are leaving that aren't on your list? Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: Ex. 6 - Personal Privacy
SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:40 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

That is correct. I was including the  who haven't yet separated.

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 1:32 PM
To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

Thank you. I've updated my master chart.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE - PHS - OARM Budget - RAPD

From: Martinson, Alice
Sent: Wednesday, September 27, 2017 1:04 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx
Importance: High

Here are the additional details. Please call me if you need more information.

- **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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From: Coogan, Daniel
Sent: Wednesday, September 27, 2017 12:35 PM
To: Collins, BJ <Collins.BJ@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Final Separation List.xlsx

The Chief of Staff is heading to the Hill this afternoon to go over our V/V. Any chance we could expedite the review? Apologies for the urgency, we just want to make sure he has accurate information.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
C: [Ex. 6 - Personal Privacy](#)
[SEE - PHS - OARM Budget - RAPD](#)

From: Collins, BJ
Sent: Wednesday, September 27, 2017 12:01 PM

To: Coogan, Daniel <Coogan.Daniel@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Dan,

Ex. 5 - Deliberative Process

I am not sure about the others, but Alice is looking into it. Thank you.

BJ Collins, Deputy Director

Office of Administration and Resources Management-RTP

Office Phone – 919-541-5515

Cell Phone – 919-368-6682

From: Coogan, Daniel

Sent: Wednesday, September 27, 2017 11:35 AM

To: Martinson, Alice <Martinson.Alice@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: Final Separation List.xlsx

Ex. 5 - Deliberative Process

Dan

Director, Resources, Analysis and Planning Division

Office of Resources, Operations and Management, OARM

o: 202-564-1862

C: Ex. 6 - Personal Privacy

SEE – PHS – OARM Budget – RAPD

From: Martinson, Alice

Sent: Wednesday, September 27, 2017 10:33 AM

To: Collins, BJ <Collins.BJ@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>

Subject: Final Separation List.xlsx

Attached is the final VERA VSIP separation list. Please let me know if you need anything else.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 10/6/2017 8:14:35 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: post-V/V -- two-pager with OHR deletions highlighted

Thanks- let's regroup Tuesday and call Jeremy.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Friday, October 06, 2017 3:33 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: post-V/V -- two-pager with OHR deletions highlighted

OPM Approved language for R2

Business Case

Ex. 5 - Deliberative Process

From: Hart, Debbi
Sent: Thursday, October 5, 2017 9:00:59 AM
To: Rubel, Robert
Cc: Pastalove, Barbara; Hunt, Loretta
Subject: RE: post-V/V -- two-pager with OHR deletions highlighted

Hey Robert-

We are still evaluating and working on some options. We're going to need a little more time. Please stay tuned. Thanks.
Debbi

From: Rubel, Robert
Sent: Tuesday, October 03, 2017 6:09 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: post-V/V -- two-pager with OHR deletions highlighted

Thanks for the status update, Debbi.

From: Hart, Debbi
Sent: Tuesday, October 03, 2017 5:50 PM
To: Rubel, Robert <Rubel.Robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: RE: post-V/V -- two-pager with OHR deletions highlighted

Thanks Robert. Loretta and I spoke this afternoon-- we need to do a little more research on our end. Will connect with you tomorrow.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Rubel, Robert
Sent: Tuesday, October 03, 2017 11:15 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: post-V/V -- two-pager with OHR deletions highlighted

It was good talking with you, Debbi. (And good morning, Loretta.) Per your conversation with Barbara and me, here is the two-page narrative R2 submitted. I have highlighted in dark red the portions directly relevant to our business case and the ongoing monitoring. I have highlighted in purple the other material that was deleted. I am also attaching the package we submitted back on May 24th (and slightly modified in mid-June to increase by one the number of employees holding targeted positions). Our targeted positions template is also included in the second attachment.

As we mentioned, I am here today and tomorrow. Barbara (212-637-4102) may be on leave this afternoon. She expects to be here tomorrow.

Regards,
Robert
212-637-4166

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 10/26/2017 8:02:34 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Atkinson, Ryan [Atkinson.Ryan@epa.gov]
Subject: FW: SRO VV Followup -- Region 2's Response
Attachments: Status Update: SRO VV Followup -- Extension Request (with Background); VERA VSIP SRO Follow Up Request - R2.xlsx; R2 ORC NYCSB VERA.VSIP_Backfill.Justif - 17 1590312.docx; R2 OPM IRMB VERA.VSIP_Backfill.Justif - 16 2078798.docx; R2 CWD WMB VERA.VSIP_Backfill.Justif - 16 2509263.docx

Hi Debbi,

Ex. 5 - Deliberative Process

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



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From: Rubel, Robert
Sent: Thursday, October 26, 2017 3:21 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: SRO VV Followup -- Region 2's Response

Debbi Hart called me last Friday. (Barbara was off that day.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards,

Robert
212-637-4166

Message

From: Rubel, Robert [Rubel.Robert@epa.gov]
Sent: 10/10/2017 8:10:29 PM
To: Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]
CC: Pastalove, Barbara [Pastalove.Barbara@epa.gov]
Subject: Status Update: SRO VV Followup -- Extension Request (with Background)
Attachments: RE: post-V/V -- two-pager with OHR deletions highlighted; 10-3-17 - R2's V-V business case with relevant deletions highlighted.docx

Good afternoon, Jeremy and Ryan. After speaking with Debbi Hart last Tuesday morning, Barbara and I received e-mails from her on Tuesday afternoon and Thursday morning. These are contained in the first attachment to this e-mail. We've heard nothing further since Thursday morning. So I'm afraid we're still in a holding pattern.

Just FYI, I'm also attaching a highlighted version of the business case we submitted last spring. You'll find highlighted in **dark red** the portions deleted by OHR that are directly relevant to our business case and the ongoing monitoring. Highlighted in **purple** is the other material that OHR deleted. It appears that not all regions were not cut back so radically. For instance, if you look at the business case of Region 9 that survived, it also is organized by national theme, but the particulars were retained.

[http://](#) **Ex. 6 - Personal Privacy**

Regards,
Robert
212-637-4166

From: Atkinson, Ryan
Sent: Tuesday, October 03, 2017 4:11 PM
To: Rubel, Robert <Rubel.Robert@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>
Subject: RE: SRO VV Followup -- Extension Request (with Background)

Sure, that's fine Robert, we understand how that will have a big impact on what you send. I think next Tuesday is okay. Thanks!

Ryan Atkinson
Deputy Director
US EPA, HRMD, RTP
Phone: 919-541-2425
Fax: 919-541-1360



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From: Rubel, Robert

Sent: Tuesday, October 03, 2017 3:24 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: SRO VV Followup -- Extension Request (with Background)

Good afternoon, Jeremy and Ryan:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Regards,
Robert
212-637-4166

Message

From: McNeal, Detha [McNeal.Detha@epa.gov]
Sent: 10/24/2017 3:05:10 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V/V Business Cases
Attachments: AO VERA VISA Business Case 2 FINAL.docx; FINAL - OLEM VERA-VSIP Proposal Revised 6-8-2017.docx; FINAL clean revision of R2's two-page V-V business case.docx; OAR V-V Business Case Checklist Jun 6.docx; OCSPP Draft V-V Business Case. revised on 6.2.17.v2.docx; OEI VERA-VSIP Business Case_5.24.2017 Final.docx; Office of Water VERA and VSIP Justification with Budget Final v3 06-08-17.docx; OGC Business Case - 2017 VERA-VSIP.final.6.8.17.docx; ORD VERA-VSIP Business Case - 5.24.17.docx; R3 Business Case-update 6.1.17.docx; R6 VV Justification (w-Budget Tables) 6-1-17.docx; R7-VV-BusinessCase-Final.docx; R8 vera vsip business case may 24 2017 final.docx; R9 V-V Business Case Rev 6-8-17.docx; Region 1 V-V Business Case 6-5-17.docx; Region 4 VV Business Case rev 052317.docx; Region 5 VV Business Case.5-24-17.docx; Region 10 Business Case for VERA VSIP 5_24_2017.docx; VERA-VSIP summary proposal May 22 2017.docx; V-V Business Case OECA 6-13-17.docx; OARM business case 6-6-17 FINAL.docx; REVISED FINAL OCFO 2017 VERA-VSIP Business Case 06-07-2017.docx

Good morning,

Attached are the full length business cases for each region/program.

Detha McNeal
Human Resources Specialist
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
(202) 564-6707

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 9/12/2017 4:00:39 PM
To: Cooper, Marian [Cooper.Marian@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Follow-up to today's V/V mtg
Attachments: OIG V-V Report Aug 17.pdf

Marian,

I've attached the OIG's report on its V/V initiative, in case you want to forward it to the folks in today's meeting.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



U.S. ENVIRONMENTAL PROTECTION AGENCY

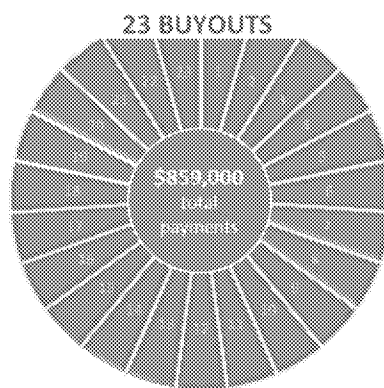
OFFICE OF INSPECTOR GENERAL

Spending Taxpayer Dollars

Early-Outs and Buyouts Aided OIG Workforce Reduction, but Weak Management Controls Led to Misused Authority

Report No. 17-P-0362

August 14, 2017



Report Contributors:

Ben Beeson
Leon Carter
Eric Lewis
Tim Roach

Abbreviations

CFR	Code of Federal Regulations
EPA	U.S. Environmental Protection Agency
FTE	Full-Time Equivalent
GAGAS	Generally Accepted Government Auditing Standards
OIG	Office of Inspector General
OPM	U.S. Office of Personnel Management
U.S.C.	United States Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Payment

Cover image: Twenty-three buyouts and payments. (OIG image)

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At a Glance

Why We Did This Review

This report addresses the progress of the U.S. Environmental Protection Agency (EPA), Office of Inspector General (OIG), in achieving its workforce restructuring goals. In fiscal year 2014, the OIG applied for and was granted the authority to execute two programs to increase voluntary attrition:

- Voluntary Early Retirement Authority (VERA), which temporarily lowers the age and service requirements for retirement ("early-out").
- Voluntary Separation Incentive Payment (VSIP), which allows agencies to offer up to \$25,000 per employee to incentivize separation from federal service ("buyout").

We separately issued a report on the progress of other EPA offices in accomplishing workforce restructuring using the VERA-VSIP authority (see Report No. [17-P-0140](#)).

This report addresses the following EPA OIG goal:

- *Contribute to improved business practices and accountability.*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of [OIG reports](#).

Early-Outs and Buyouts Aided OIG Workforce Reduction, but Weak Management Controls Led to Misused Authority

What We Found

With its VERA-VSIP authority, the OIG achieved its goal to reduce the size of its workforce but did not achieve its other workforce restructuring goals.

The OIG's VERA-VSIP goals were consistent with those outlined by other EPA offices. The OIG sought to increase the numbers of staff per supervisor, obtain staff with new skill sets, eliminate surplus positions, and reduce the number of employees.

In total, 23 employees separated from the OIG under the VERA-VSIP program. However, the OIG's weak management controls resulted in 11 of these 23 employees receiving separation payments even though their positions were not included in the OIG's VERA-VSIP plan approved by the U.S. Office of Personnel Management (OPM). The cost of these 11 VSIP buyouts was approximately \$347,000, which included payment for unused annual leave that employees were entitled to upon separation from their positions. Furthermore, the OIG did not abolish from its workforce profile the 23 positions vacated after the buyouts, as its OPM-approved plan stated it would.

In addition, the OIG provided quarterly VERA-VSIP reports to OPM but did not provide a final report as required in OPM instructions.

Recommendations and Planned Corrective Actions

We made four recommendations to the Assistant Inspector General for the Office of Management to permanently abolish positions identified in the OIG's VERA-VSIP plan; update the OIG's restructuring plan as appropriate; develop internal controls to prevent future buyouts to staff in positions not approved by OPM; and ensure adherence to VERA-VSIP obligations, including reporting requirements. The OIG concurred with these recommendations and provided acceptable corrective actions. Two corrective actions are closed, and two have pending corrective actions.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

August 14, 2017

MEMORANDUM

SUBJECT: Early-Outs and Buyouts Aided OIG Workforce Reduction,
but Weak Management Controls Led to Misused Authority
Report No. 17-P-0362

FROM: Eric Lewis, Director, Special Program Reviews
Office of Program Evaluation
Office of Inspector General

A handwritten signature in dark ink, appearing to read "Eric Lewis", is placed to the right of the "FROM:" line.

TO: Edward Shields, Acting Deputy Assistant Inspector General
Office of Management
Office of Inspector General

This is our report on the subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). This work was conducted as part of the OIG's audit of the EPA's progress in achieving workforce restructuring goals with Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) programs. This report contains findings that describe the problems the audit team has identified and corrective actions the audit team recommends. This report represents the opinion of the audit team and does not necessarily represent the final OIG position. Final determinations on matters in this report will be made by OIG managers.

The Assistant Inspector General for Program Evaluation, following the summer 2017 announcement that the OIG is planning to seek VERA-VSIP authority this year, expressed an interest in VERA. The Assistant Inspector General for Program Evaluation decided that it is best for the integrity of the report for her to recuse herself from further involvement, including signing the report. The authority to issue this report has been delegated to the Director for Special Program Reviews.

Action Required

You provided acceptable corrective actions and milestone dates for Recommendations 2 and 4. Recommendations 1 and 3 are considered resolved and closed. You are not required to provide a written response to this final report. Should you choose to provide a final response, we will post your response on the OIG's public website, along with our memorandum commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at www.epa.gov/oig.

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Chapter 1

Introduction

Purpose

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA), Office of Inspector General (OIG), for its fiscal year 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) programs. This review was part of a larger review we conducted across EPA offices to address the following four questions:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

Background

Federal agencies that are downsizing or restructuring can use VERA and VSIP to facilitate an increase in voluntary attrition. With U.S. Office of Personnel Management (OPM) approval, agencies can grant “early-outs” to employees not otherwise eligible for retirement by temporarily lowering the age and service requirements, with the goal of increasing the number of employees who choose to retire from the federal government. Similarly, with OPM approval, agencies can grant “buyouts”—lump-sum payments of up to \$25,000 per individual—to incentivize employees to voluntarily leave the federal government.

Section 1313 of the Chief Human Capital Officers Act of 2002 authorizes these VERA and VSIP options, as regulated by OPM and codified in 5 U.S.C. § 8336(d)(2) and § 8414(b)(1)(B) for VERA and 5 U.S.C. Parts 3521 to 3525 for VSIP.

The purpose of these voluntary attrition programs is to realign the workforce to meet changing mission requirements and move toward new models of work by enabling agencies to restructure or eliminate positions after they are vacated. According to 5 CFR § 576.102(a)(1), a VERA-VSIP plan submitted to OPM by the head of an agency, or his or her specific designee, must identify the specific positions and functions to be reduced or eliminated. These positions must be identified by organizational unit, geographic location, occupational series, grade level and any other related factors. Further, once OPM approves an agency’s VERA-VSIP plan, the agency should administer the authority as approved. Only OPM can grant amendments to the approved plan.

OPM interprets the VERA-VSIP authority as also allowing positions to be restructured, which enables agencies to modify and change positions to help meet new or anticipated workforce needs. This includes filling a vacated position with one that is:

- Distinctly different in job series and/or grade.
- The same job series and grade but has substantively different duties and responsibilities.
- A different full-performance level.
- Nonsupervisory (for vacated positions that were supervisory).

An OPM Human Resources Specialist we interviewed stated that only restructured positions under an OPM-approved plan can be filled and that an agency is required to follow the approved plan or amend the plan.

In addition, an organization’s progress in completing its approved restructuring activities can be used to assess whether the VERA-VSIP authority was properly used and helped the agency to cost-effectively meet its workforce restructuring goals. However, OPM does not monitor organizations after the conclusion of the buyout authority to verify compliance or assess results.

As a result of budget reductions initiated by the federal government in fiscal year 2013, the OIG decided to request VERA-VSIP authority to reduce staff levels and achieve other organizational restructuring goals. The Inspector General was concerned that the OIG’s budget outlook could lead to furloughs or a reduction-in-force. The OIG applied for and submitted a plan for VERA-VSIP authority in September 2013, and OPM approved the plan in November 2013. In December 2013, the OIG requested an amendment to its approved plan to expand the positions covered and to extend the buyout period to April 5, 2014. OPM approved this amendment in January 2014.

Overall, 23 OIG employees accepted a buyout incentive. The OIG paid incentives of about \$572,000 and annual leave payments of about \$287,000, for a total of \$859,000. These are the direct costs associated with the OIG’s 23 buyouts.

Figure 1: OIG direct costs for its fiscal year 2014 VERA-VSIP buyout incentives



Source: EPA OIG.

Responsible Office

The OIG's Deputy Inspector General oversees the Office of Management,¹ which administered the OIG's fiscal year 2014 VERA-VSIP program.

Scope and Methodology

We conducted our work from November 2014 to April 2017. We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS), except for the independence standard.² GAGAS requires that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. Under EPA OIG policy, our internal review of the OIG's VERA-VSIP activity creates a potential threat that prevents compliance with the GAGAS independence standard. Specifically, conducting internal reviews can create the appearance of a lack of independence. During our audit and the quality assurance process, however, we took steps to follow all standards and mitigate threats to independence. For example, during this internal review, the audit team requested an outside review from the Integrity Committee of the Council of the Inspectors General on Integrity and Efficiency regarding certain VERA-VSIP actions taken by senior OIG personnel.³ The Integrity Committee reviewed the issues, obtained senior OIG management responses, and decided to close the matter and take no further action. In addition, appropriate senior OIG officials were recused from involvement in this review. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

To address our objectives, we obtained information from and interviewed employees within the following OIG offices: Chief of Staff [now the Office of Management], Audit, Investigations, Information Technology Systems and Services, and Program Evaluation.

We obtained detailed information from the OIG regarding its VERA-VSIP application, plan and plan amendments; the OPM approvals of the OIG's VERA-VSIP plan and plan amendments; its progress reports submitted to OPM; the VERA-VSIP payments made to separated OIG employees; and its hiring and activities to achieve workforce restructuring goals. Hiring data provided by the OIG was current through July 2016. We also reviewed laws, regulations and guidance related to VERA-VSIP and obtained information from OPM.

¹ Prior to August 2016, the Office of Management was named the Office of the Chief of Staff. In this report, except for in this section and the "Recommendations" section, we refer to the office as the Office of the Chief of Staff, since that was its name during the VERA-VSIP initiative.

² The *Government Auditing Standards*, Sections 3.02 through 3.06, establish the standard for auditor independence.

³ The purpose of the Integrity Committee is to protect the integrity, efficiency and economy of the federal government. The Integrity Committee maintains public trust by receiving, reviewing and investigating allegations of wrongdoing made against Inspectors General, designated senior staff, and certain members of the Office of Special Counsel that are members of the Council of the Inspectors General on Integrity and Efficiency.

Prior Reports

Our office issued two prior reports on the fiscal year 2014 VERA-VSIP programs:

- On July 14, 2015, we issued Report No. 15-P-0184, *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation that the EPA develop and implement management controls to prevent positions vacated under VERA-VSIP authorities from being filled using the same position descriptions. As a corrective action to the OIG recommendation, the Office of Administration and Resources Management distributed “hiring templates” to program offices and regions. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.
- On March 23, 2017, we issued Report No. 17-P-0140, *EPA’s 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring*, which made recommendations for improvements to how the EPA monitors its remaining VERA-VSIP restructuring activities. The Office of Administration and Resources Management concurred with both the recommendations made and provided sufficient corrective actions, which have been completed.

Chapter 2

OIG Achieved Some VERA-VSIP Goals but Executed Its Program With Weak Management Controls

The OIG's fiscal year 2014 VERA-VSIP goals were consistent with goals established by other EPA organizations: delayer its workforce, reduce the size of its workforce, reduce surplus positions, and add staff with skills in the science and information technology fields. VERA-VSIP authority helped the OIG achieve its goal to reduce its workforce to 300 full-time equivalent (FTE) employees. However, the OIG did not achieve its goals to increase the team lead/supervisor-to-staff ratio (i.e., delayer its workforce), to reduce surplus positions, or to obtain staff with new skills. Further, 11 of the 23 positions vacated through VSIP buyouts were not included in the OIG's plan or amendments approved by OPM. Buyouts for those 11 ineligible positions resulted in payments of approximately \$347,000. Weak management controls—as shown by the minimal supervision and management oversight of these authorities—contributed to this outcome.⁴

OIG Was Granted Authority to Abolish up to 40 Positions

In November 2013, the OIG obtained authority from OPM to buy out and abolish up to 40 of the following positions that met the criteria specified in the VERA-VSIP plan, including specific job locations, job series and pay grades:

- Auditor.
- Management and Program Analyst.
- Criminal Investigator.
- Information Technology Specialist.
- Attorney.
- Administrative Support Staff.

In December 2013, the OIG submitted to OPM an amended VERA-VSIP plan, which OPM approved in January 2014. That plan included the following actions:

- Added 29 new eligible positions.⁵
- Extended the period of buyouts until April 2014.
- Changed the location of some positions.

⁴ The VERA-VSIP process was managed by the Chief of Staff, who reported first to the Deputy Inspector General and second to the Inspector General. The Inspector General approved the submission of the VERA-VSIP plan and amendment to OPM. The Deputy Inspector General and Inspector General recused themselves from approving this report.

⁵ These 29 new positions expanded the scope of eligible positions in the OIG's VERA-VSIP plan, but they did not change the overall approval to abolish up to 40 total positions.

OIG Reduced Workforce but Offered Buyouts to Ineligible Staff

The OIG achieved its goal to reduce the size of its organization. Through a combination of the 23 VSIP buyouts and normal attrition, the OIG reduced its workforce by 39 FTEs, from 332 FTEs in 2013 to 293 FTEs in 2014. However, nearly half of the buyouts that the OIG executed (11 of 23) went to employees in positions that were not in the OPM-approved VERA-VSIP plan or amendment.

Although 5 CFR § 576.103(h) states that agencies “may not offer Voluntary Separation Incentive Payments to employees who are outside the scope of the Voluntary Separation Incentive Payment authority approved by OPM,” the OIG granted 11 buyouts to employees who did not occupy positions matching the organizational unit, geographic location, occupational series, grade level and other factors listed in the OPM-approved plan. These 11 ineligible employees included Auditors, Lead Program Analysts, Information Technology Specialists and administrative staff.

In one case, the OIG sought to transfer a GS-11 Administrative Officer to a buyout-eligible GS-08 Secretary position located in a different city and different OIG division. Although this effort did not result in an official change of position, the GS-11 Administrative Officer was provided a \$25,000 buyout, one of the 11 buyouts granted to employees in positions not listed in the OIG’s VERA-VSIP plan.⁶

These 11 buyouts occurred because the OIG’s Office of the Chief of Staff had weak controls for verifying that staff who were offered and accepted buyouts occupied positions in the OPM-approved plan. In addition, OIG management did not sufficiently oversee the actions of personnel in the Office of the Chief of Staff, which managed the VERA-VSIP process.

We provided former personnel within the Office of the Chief of Staff the opportunity to explain these oversight gaps. The former OIG Director of Human Resources stated that he supervised the effort but could not explain why the 11 ineligible staff members had been approved for a buyout. We also attempted to contact the former EPA OIG Chief of Staff, who was responsible for administering the OIG’s VERA-VSIP authority, but she declined to speak with us.

During the course of this review, the Inspector General stated that OIG senior leadership acted in good faith, emphasizing the following specific points:

⁶ This issue was one of the issues referred to the Integrity Committee of the Council of the Inspectors General on Integrity and Efficiency because the audit team could not objectively make a determination on the appropriateness of this action. As stated in the “Scope and Methodology” section, the Integrity Committee reviewed the issue, obtained senior OIG management responses, and decided to close the matter and take no further action.

1. OIG senior leadership agreed that the rules governing VERA-VSIP were not fully disclosed by the Office of the Chief of Staff.
2. The VERA-VSIP package was not properly vetted with the senior leaders before it was submitted to OPM.
3. The rules governing the OIG VERA-VSIP process were improperly conveyed to the senior leaders. If the full and correct VERA-VSIP information would have been presented, the OIG may have taken different actions.

The misapplication of buyout authority resulted in the OIG paying approximately \$347,000 in incentives and accrued leave for OIG employees in positions that were not in the OPM-approved buyout plan.

OIG Did Not Abolish Vacated Positions

According to information we received from the OIG Office of the Chief of Staff, none of the 23 positions vacated through the buyout initiative were abolished. The OIG's approved plan identified up to 40 positions slated for abolishment if buyouts were accepted by staff occupying these positions. However, we believe these positions have not been abolished for the following reasons:

- The OIG received incorrect information from the Office of the Chief of Staff about requirements following a buyout. Specifically, OIG human resources staff informed some OIG managers that abolished positions could be re-created 1 year after the conclusion of the buyout authority.
- There was inadequate management oversight and supervision of OIG human resources staff.

Our analysis showed the OIG potentially hired five new staff into positions that should have been abolished. A Criminal Investigator and an Auditor⁷ were hired into positions with the same job series, grade, full performance level and location as staff who had accepted a buyout. In addition, the Office of Investigations hired three other Criminal Investigators into vacated positions that should have been abolished but were instead restructured.⁸

⁷ The OIG's response to the draft report (Appendix A) states that the OIG used the Pathways Program to hire this Auditor. The Pathways Program allows the federal government to quickly hire outstanding students and recent graduates into government positions with a 2-year probationary period. Otherwise, Pathways hires are like any other new hire.

⁸ The OIG's response to the draft report (Appendix A) states that the Criminal Investigator positions as "restructured" were part of a reorganization plan based on erroneous information provided to management. As previously noted in the report, Office of Chief of Staff personnel incorrectly stated that positions could be re-created after 1 year.

The OIG has not implemented a system to track vacated positions and ensure they are abolished. As a result, there is a risk that additional vacated positions could be either refilled or restructured, even if they are not approved for restructuring under the OIG's VERA-VSIP plan.

OIG Did Not Reduce Surplus Positions, Acquire New Skills, or Delayer Its Workforce

The OIG did not achieve its goal to reduce surplus positions; hired only two personnel with the desired new skillsets; and did not increase the team lead/supervisor-to-staff ratio.

The OIG's goal to reduce surplus positions was dependent upon eliminating positions that were vacated as a result of the buyout initiative. According to the approved buyout plan, all 23 vacated positions should have been eliminated.

The OIG's approved VERA-VSIP plan also identified 57 other positions to be restructured. However, after the buyouts were completed in February 2014, only two of the 16 new employees hired through July 2016—both in the Office of the Chief of Staff—filled any of these 57 restructured positions:

- A former GS-301-13 Human Resources Management Operations Specialist position was filled by a GS-201-13 Human Resources Specialist.
- A former GS-511-15 Deputy Assistant Inspector General position was filled by a GS-340-15 Supervisory Program Manager.

Managers from the Office of Program Evaluation and the Office of Audit reported that they either did not have control over the restructuring plan or did not see the final restructuring plan that the Office of the Chief of Staff submitted to OPM. As a result, the planned restructuring may never occur because the actual staffing needs of the organization may not match the approved plan.

The OIG's VERA-VSIP delayering goal was to increase the team lead/supervisor-to-staff ratio from 1-to-3 to 1-to-4. The final quarterly report that the OIG provided to OPM stated that the OIG was able to reduce staff but had fewer management officials and employees utilize the authority than anticipated. As a result, the report claimed that "the ability to reduce our employee to management official ratio was reduced."

OIG Complied With Quarterly, but Not Final, Reporting Requirements

OPM requires agencies with approved VERA-VSIP plans to submit quarterly and final progress reports. Per this requirement, an OIG Office of the Chief of Staff human resources staff member submitted quarterly reports to OPM detailing the

OIG's implementation of its approved plan. Those reports contained the required information about the VSIP buyouts accepted during each reporting period. However, the Office of the Chief of Staff did not submit a final report to OPM summarizing its overall fiscal year 2014 buyout and early-out activities; this report should have been submitted by June 4, 2014. The OIG's Office of the Chief of Staff had no management controls in place to ensure that the VERA-VSIP reporting requirements were fulfilled.

According to the OPM approval letter granting the OIG's buyout authority, OPM uses these reports (quarterly) to track and evaluate trends, to allow for prompt processing of retirement applications, and to meet other reporting requirements. Regardless of whether any buyouts were taken in a reporting period, each report was to include the following data:

- 1) Total number of VSIPs available.
- 2) Total number of buyouts under VSIP offered and accepted.
- 3) A description of VSIPs paid to staff accepting buyouts during that reporting period, including the geographic location, organizational unit, occupational series and grade level of each accepting employee.

Our review of the quarterly reports submitted by the OIG shows that three of the 11 buyouts granted to unapproved positions occurred in the first quarter of the VERA-VSIP authority, while the remaining eight occurred in the second quarter. If the OIG had effective supervisory and oversight controls in place, staff and supervisors in the Office of the Chief of Staff would have been positioned to detect the first quarter errors and take appropriate action to prevent the unapproved buyouts in the second quarter.

Conclusion

The OIG's compliance shortfalls and minimal progress in achieving its VERA-VSIP goals resulted from insufficient internal controls and a management group that did not sufficiently oversee the OIG's implementation of its authority. The OIG's initiative to seek VERA-VSIP authority so that furloughs or reductions-in-force could be avoided showed a reasonable concern for the organization's staff. However, the OIG should have adhered to the VERA-VSIP plan as approved by OPM. The OIG should implement management controls for high-risk operations like the VERA-VSIP program to prevent future noncompliance and to support improved workforce outcomes.

Recommendations

We recommend that the Assistant Inspector General for the Office of Management:

1. Ensure that positions vacated via buyouts are permanently abolished by:
 - a. Identifying those positions that should have been abolished as a result of the fiscal year 2014 Voluntary Separation Incentive Payment actions.
 - b. Eliminating those positions in the EPA Office of Inspector General's system of records.
 - c. If any positions that should have been abolished are currently filled, transferring affected staff into vacant positions, as possible.
2. Review the restructuring plan submitted to the U.S. Office of Personnel Management, determine whether it needs to be updated, and document that decision.
3. Develop internal controls to prevent unauthorized buyouts during future Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment initiatives. These should include:
 - a. Standard operating procedures.
 - b. Checklists to execute the standard operating procedures.
 - c. A quality assurance process, whereby:
 - (1) The Director of Human Resources, or equivalent, certifies a recommendation to approve or disapprove each buyout request to the Assistant Inspector General for Management, who reviews and approves or disapproves each buyout application.
 - (2) All Assistant Inspectors General certify that they have reviewed the Office of Inspector General Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment plan and all amendments provided to the U.S. Office of Personnel Management.
4. Issue a final report to the U.S. Office of Personnel Management that:
 - a. Documents the EPA Office of Inspector General's implementation of its fiscal year 2014 Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment authority.
 - b. Identifies corrective actions planned and/or taken to prevent buyouts to staff in unapproved positions in the future.

Auditee Response and Team Evaluation

In its response to the draft report (Appendix A), the OIG agreed with the premise of the finding, but is concerned with the factual accuracy of some of the information supporting the finding. While the OIG concurred with the basis of the report's recommendations, it disagreed with the specificity of the recommendations. The OIG also requested other modifications to the report. Later, the acting Deputy Assistant Inspector General for the Office of Management provided revised corrective actions, which we accepted. We did not revise the recommendations.

All four recommendations are resolved. Recommendations 1 and 3 have pending corrective actions, and Recommendations 2 and 4 are closed. Based on OIG comments about the managers involved in VERA-VSIP oversight, we modified the report to more specifically describe the chain of command for administering the OIG VERA-VSIP activity.

The OIG also provided comments about the independence of the audit team and suggested that we change the compliance statement in the report to a modified GAGAS statement. We followed the policy required in the OIG *Project Management Handbook* regarding the review of OIG activities in conformity with the handbook. The handbook states that the OIG is not independent when reviewing its own activities and requires the team to use a modified GAGAS statement. Therefore, we did not remove the statement but expanded it to provide more information on the independence issue.

Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status ¹	Action Official	Planned Completion Date	Potential Monetary Benefits (in \$000s)
1	10	Ensure that positions vacated via buyouts are permanently abolished by: a. Identifying those positions that should have been abolished as a result of the fiscal year 2014 Voluntary Separation Incentive Payment actions. b. Eliminating those positions in the EPA Office of Inspector General's system of record. c. If any positions that should have been abolished are currently filled, transferring affected staff into vacant positions, as possible.	R	Assistant Inspector General for the Office of Management	9/30/17	
2	10	Review the restructuring plan submitted to the U.S. Office of Personnel Management, determine whether it needs to be updated, and document that decision.	C	Assistant Inspector General for the Office of Management	5/22/17	
3	10	Develop internal controls to prevent unauthorized buyouts during future Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment initiatives. These should include: a. Standard operating procedures. b. Checklists to execute the standard operating procedures. c. A quality assurance process, whereby: (1) The Director of Human Resources, or equivalent, certifies a recommendation to approve or disapprove each buyout request to the Assistant Inspector General for Management, who reviews and approves or disapproves each buyout application. (2) All Assistant Inspectors General certify that they have reviewed the Office of Inspector General Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment plan and all amendments provided to the U.S. Office of Personnel Management.	R	Assistant Inspector General for the Office of Management	9/30/17	
4	10	Issue a final report to the U.S. Office of Personnel Management that: a. Documents the EPA Office of Inspector General's implementation of its fiscal year 2014 Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment authority. b. Identifies corrective actions planned and/or taken to prevent buyouts to staff in unapproved positions in the future.	C	Assistant Inspector General for the Office of Management	5/16/17	

¹ C = Corrective action completed.

R = Recommendation resolved with corrective action pending.

U = Recommendation unresolved with resolution efforts in progress

OIG Response to the Draft Report



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

May 22, 2017

MEMORANDUM

SUBJECT: Draft Report:
Early-Outs and Buyouts Aided Office of Inspector General Workforce
Reduction, but Weak Management Controls Led to Misused Authority
Project No. 16-P-0007

FROM: Edward S. Shields, Acting Deputy Assistant Inspector General
Office of Management

TO: Carolyn Copper, Assistant Inspector General
Office of Program Evaluation

Thank you for the opportunity to respond to the issues and recommendations in the subject draft audit report. The following is a summary of the Office of Inspector General's (OIG's) overall position, along with our position on each of the report's recommendations.

OIG's OVERALL RESPONSE

The OIG agrees with the premise of the finding, but we are concerned with the factual accuracy of some of the information supporting the finding. The OIG also agrees that strong internal controls and proper management oversight are important to the planning and execution of a Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment (VERA/VSIP).

While the OIG concurs with the basis of the report's recommendations, we do not agree with the level of specificity contained in the recommendations. We are requesting that you modify the recommendations to provide us greater flexibility for execution. In addition, we are concerned

that the report does not provide a complete presentation of the details relevant to each job position in question.

Specifically, on page 7 of the draft report, the Office of Program Evaluation (OPE) states the following:

Our analysis showed the OIG hired six new staff into positions that should have been abolished. Three of these—an Information Technology Specialist, a Criminal Investigator and an Auditor—were hired into positions with the same job series, grade, full performance level and location as staff who had accepted a buyout. The Office of Investigations hired three other Criminal Investigators into vacated positions that should have been abolished but were instead restructured.

In response to this statement, the OIG did not hire an Information Technology Specialist or an Auditor into the positions vacated by the VERA/VSIP authority. The U.S. Office of Personnel Management (OPM) established parentheticals for the Information Technology series. These parentheticals separate the specific functions (duties) of the Information Technology Specialist into more than one category. The abolished Information Technology Specialist position was under the “Data Management” parenthetical, which involves assisting OIG staff with data analysis and data mining. The OIG hired the Information Technology Specialist referenced in the audit report to fill an existing, vacant position. This position was not abolished and was under the separate parentheticals for “Network.” Further, this position includes the responsibility of leading a team of Information Technology Specialists handling all network operations, including system backup. In accordance with OPM parentheticals, these are two distinct positions. We shared this information with OPE prior to the draft report, and we request that you remove or revise the portrayal of these positions in the final report.

Regarding the Auditor position referenced in the report, the OIG abolished the position associated with the GS-13 level in the Atlanta office. The OIG later decided to add a “Pathways” Auditor under a different position number to the Atlanta office at the significantly lower GS-7 level. We are unaware of any legal restrictions on hiring through the Pathways Program, which does not guarantee retention or promotion to the GS-13 level. We shared this information on numerous occasions with OPE. We request that you remove or revise the portrayal of this position in the final report.

The Criminal Investigator positions mentioned in your report as “restructured” were part of a reorganization plan based on erroneous information provided to management. Consistent with the report’s Recommendation 3, the OIG is taking steps to prevent this from happening in future buyouts.

INDEPENDENCE BETWEEN AUDITOR AND AUDITEE

The EPA OIG Project Management Handbook (PMH) paragraph 1.1 states the following:

This PMH describes the OIG’s key processes and controls that help the OIG comply with its mandatory obligations and operate within its discretionary

authority, including those prescribed by the Inspector General Act of 1978 (IG Act),² as amended; and applicable *Government Auditing Standards*—also known as the “Yellow Book,” or the generally accepted government auditing standards (GAGAS)—issued by the U.S. Government Accountability Office (GAO).

Please note that it is an important distinction that audits completed in accordance with GAGAS must comply with GAGAS, while the PMH establishes controls to help comply with those requirements.

Further, paragraph 1.5 of the PMH states the following:

Generally, reviews of OIG activities will be done in accordance with OIG Policy and Procedure 017, *Internal Control Review*. Under this policy/procedure, internal reviews: ... However, there may be circumstances where a review of OIG activities will be done in accordance with the PMH and GAGAS. The AIG must approve conducting an internal review in accordance with the PMH. If done in accordance with the PMH, the report must contain a modified GAGAS statement because the OIG is not independent when reviewing its own activities.

The PMH states that an internal review will follow OIG Policy and Procedure 017. If an audit is completed in accordance with GAGAS and the PMH, all GAGAS requirements must be followed. The report also must include a modified GAGAS statement because the OIG is not independent.

In addition, Paragraph 2.24 b. of the Yellow Book states the following:

Modified GAGAS compliance statement: Stating either that (1) the auditor performed the audit in accordance with GAGAS, except for specific applicable requirements that were not followed, or (2) because of the significance of the departure(s) from the requirements, the auditor was unable to and did not perform the audit in accordance with GAGAS.... When auditors use a modified GAGAS statement, they should disclose in the report the applicable requirement(s) not followed, the reasons for not following the requirement(s), and how not following the requirement(s) affected, or could have affected, the audit and the assurance provided.

Independence is an important element of compliance with GAGAS. Organization, audit and individual independence must be evaluated from the standpoint of what a reasonable and informed third party would conclude about the integrity, objectivity or professional skepticism of an audit organization or member of the audit team. A threat to independence that is not eliminated or reduced to an acceptable level is an impairment. Independence impairments are considered to be a significant departure from GAGAS and prevent completion of the report in accordance with the standards.

We question the application of OIG Policy and Procedure 017 for this internal review as required by the PMH. The report states: “Under EPA OIG policy, our internal review of the OIG’s

VERA/VSIP activity creates a potential threat that prevents compliance with the independence standard.” The report identifies this as an internal review and according to the PMH, OIG Policy and Procedure 017 would be followed.

We question whether the scope and methodology adequately addressed the issue of organizational, audit, and individual independence and compliance with GAGAS. The team stated that a modified GAGAS statement was used. However, not all the elements required by GAGAS 2.24 are present. We suggest that the modified GAGAS statement 2.24 b. (2) be used because of the significant departure(s) from the requirements (i.e., as acknowledged by the PMH, the OIG cannot be independent of itself).

We question the application of the conceptual framework for independence that is required to be completed to comply with GAGAS, whether adequate safeguards were put in place at the beginning of the audit, and what determination was made as to the effectiveness of the safeguards at the end of the audit.

We are concerned about the organization threat resulting from the auditor (OPE) and the auditee (OIG as an entity) being in the same organization, and the management participation threat from the AIG involved in the audit also being involved in portions of the VERA/VSIP decision process. As identified in the PMH, “the OIG is not independent when reviewing its own activities.”

In addition, the facts presented in the report indicate that all OIG managers were involved in the VERA/VSIP process, including the AIGs. The report states that OIG management did not sufficiently oversee the process, including the AIGs. The report also states that managers in OA and OPE reported about their restructuring plan, which again would include the AIGs. A “reasonable person” would conclude the AIGs were involved in the VERA/VSIP decision process, and in determining who was eligible for VERA/VSIP within their directorates.

In our meeting with the OPE team to discuss the draft report, we recommended that OPE contact and provide GAO with the full details of the situation, and obtain GAO’s interpretation as to whether the independence concerns would preclude the report from being issued in compliance with GAGAS, i.e., whether the report should be issued using a modified GAGAS statement under 2.24 b. (1) or (2). The OPE team confirmed they had not contacted GAO, and instead determined that such contact was not necessary. Because our question and the team’s answer were in oral conversation, we are capturing the exchange here in our written comments.

We believe that it is important to ensure that whatever form the report is issued complies with the Comptroller General’s requirements, because this report will at some point be subject to peer review of the work of the OIG as an entity.

To be clear, as auditee, we are only asking the questions. The auditor will make the decision on whether the scope and methodology support modified GAGAS, GAGAS, or non-GAGAS issuance.

FINAL OIG RESPONSE TO THE RECOMMENDATIONS

The OIG agrees with the basis of the recommendations and proposed modifications. Our intended corrective actions are included in the table that follows.

Office of Program Evaluation Recommendations	OIG's Plan
<p>1. Ensure positions vacated via buyouts are permanently abolished by:</p> <ol style="list-style-type: none"> 2. Identifying those positions that should have been abolished as a result of the 2014 Voluntary Separation Incentive Payment actions. 3. Eliminating those positions in the EPA OIG's system of records. 4. If any positions that should have been abolished are currently filled, transferring affected staff into vacant positions, as possible. 	<p>Corrective Action: The OIG plans to verify that the positions vacated via the buyouts are permanently abolished in the system of records and where possible move any of the filled positions to other vacant OIG positions. We expect to complete this action by September 30, 2017.</p> <div data-bbox="951 771 1446 907" style="border: 1px solid black; padding: 5px;"> <p>Team Analysis: Recommendation 1 is resolved with corrective actions pending.</p> </div>
<p>2. Review the restructuring plan submitted to the U.S. Office of Personnel Management to determine whether it needs to be updated, and document that decision.</p>	<p>Corrective Action: We made this determination on May 22, 2017 and decided that no corrective action was necessary.</p> <div data-bbox="935 1159 1430 1256" style="border: 1px solid black; padding: 5px;"> <p>Team Analysis: Recommendation 2 is resolved.</p> </div>
<p>3. Develop internal controls to prevent unauthorized buyouts during future Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment initiatives. These should include:</p> <ol style="list-style-type: none"> a. Standard operating procedures. b. Checklists to execute the standard operating procedures. c. A quality assurance process, whereby: <ol style="list-style-type: none"> 2. The Director of Human Resources, or equivalent, certifies a recommendation to approve or disapprove each buyout request to the Assistant Inspector General for the Office of Management, who reviews and 	<p>Corrective Action: We will establish a SOP and checklist which will state the process used to certify internal buyout decisions by September 30, 2017. These procedures will include a process to ensure that the AIG's see the any final future VERA/VSIP plan submitted to OPM. The Director of Human Resources, or equivalent, will certify a recommendation to approve or disapprove each buyout request to the Assistant Inspector General for the Office of Management, who reviews and approves or disapproves each buyout application.</p>

<p>approves or disapproves each buyout application.</p> <p>3. Each Assistant Inspector General certifies that they have reviewed the OIG Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment plan and all amendments provided to the U.S. Office of Personnel Management.</p>	<div data-bbox="932 211 1425 347" data-label="Text"> <p>Team Analysis: Recommendation 3 is resolved with corrective actions pending.</p> </div>
<p>4. Issue a final report to the U.S. Office of Personnel Management that:</p> <p>a. Documents the EPA OIG's implementation of its 2014 Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment authority.</p> <p>b. Identifies corrective actions planned and/or taken to prevent buyouts to staff in unapproved positions in the future.</p>	<p>Corrective Action: The OIG issued the final report to U.S. Office of Personnel Management on May 16, 2017. We provided the auditors evidence that OPM has accepted our submission.</p> <div data-bbox="932 804 1425 905" data-label="Text"> <p>Team Analysis: Recommendation 4 is resolved.</p> </div>

cc: Christine El-Zoghbi, Deputy Assistant Inspector General Office of Program Evaluation
Eric Lewis, Product Line Director of Special Program Reviews, Office of Program Evaluation

Distribution

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Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 9/7/2017 8:56:55 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: V/V one pager updated and with attachments
Attachments: Sample Strategic Hiring Template.xlsx; HRStat Baseline October 29 2014 v1TPs.pdf; V V Summary Rounds 1and2 5.15.15.xlsx; _epaoig_20170323-17-p-0140.pdf; V_V Summary Slides for Leadership 6.16.17.pptx; EPA amend VERA VSIP OW.PDF; EPA Request to Amend V-V for OW 8-9-17.pdf; OPM V-V Approval 7-10-17.pdf; RE: EPA's VERA/VSIP Request - ; V V Impact Report FinalMay2016.docx; Overview of EPA VERA VSIP 2014-2017 Sept2017docx.docx

Importance: High

Here you go. Should I try to rename attachments to limit confusion?

From: Hart, Debbi
Sent: Thursday, September 07, 2017 3:52 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: V/V one pager --How does this look--
Importance: High

From your perspective. Still assembling a few pieces.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Thursday, September 07, 2017 3:10 PM
To: Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: FW: VERA VSIP need your quick but THOROUGH review of the attached to verify all info. Also need attachments. Top priority!
Importance: High

Dan will provide costs later today. I hope.

From: Vizian, Donna
Sent: Thursday, September 07, 2017 8:40 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA VSIP

Let's talk for a few minutes about how I think Ryan would to see this info

From: Hart, Debbi
Sent: Thursday, September 07, 2017 8:39 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Re: VERA VSIP

Yes- a very bad showing. BTW, Carol contacted me yesterday about V/V cost info including average costs. I sent her to BJ. Maybe she had a heads up about this? I told Linda we were on it.

On Sep 7, 2017, at 8:01 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hey the recent report was of the OIGs V/V correct?

Begin forwarded message:

From: "Jackson, Ryan" <jackson.ryan@epa.gov>
Date: September 7, 2017 at 7:29:40 AM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Bloom, David" <Bloom.David@epa.gov>, "Greaves, Holly" <greaves.holly@epa.gov>
Cc: "Lyons, Troy" <lyons.troy@epa.gov>
Subject: VERA VSIP

Donna and John, David and Holly –

I'm going to brief offices on Capitol Hill about our recent VERA VSIP.

Ex. 5 - Deliberative Process

Much appreciated.

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy



U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

Spending Taxpayer Dollars

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

Report No. 17-P-0140

March 23, 2017



Report Contributors:

Tim Roach
Rodney Rice
Ben Beeson
Leon Carter
Eric Lewis

CFR	Code of Federal Regulations
EPA	U.S. Environmental Protection Agency
FTE	Full-Time Equivalent
FY	Fiscal Year
OARM	Office of Administration and Resources Management
OECA	Office of Enforcement and Compliance Assurance
OHR	Office of Human Resources
OIG	Office of Inspector General
OPM	U.S. Office of Personnel Management
OW	Office of Water
U.S.C.	United States Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Payment

Cover image: An illustration of early-out/buyout incentives and related annual leave paid in 2014 as a result of VERA-VSIP activities. (EPA OIG image)

Are you aware of fraud, waste or abuse in an EPA program?

EPA Inspector General Hotline
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Washington, DC 20460
(888) 546-8740
(202) 566-2599 (fax)
OIG_Hotline@epa.gov

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At a Glance

Why We Did This Review

This report addresses the U.S. Environmental Protection Agency's (EPA's) progress toward workforce restructuring goals after EPA employees accepted payments of up to \$25,000 in 2014 to separate from federal employment. The U.S. Office of Personnel Management (OPM) gave the EPA buyout authority through Voluntary Early Retirement Authority (VERA, or "early out") and Voluntary Separation Incentive Payment Authority (VSIP, or "buyout") so it could downsize and restructure its workforce. Once an agency's VERA-VSIP plan gets approved, the agency should administer the VERA-VSIP plan as approved by OPM.

The EPA paid \$11.3 million in incentives in 2014 to get 456 employees to voluntarily leave the agency. EPA's other VERA-VSIP goals included reducing surplus positions, decreasing the staff-per-supervisor ratio, and reducing the pay grades of targeted positions.

This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization.*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of [OIG reports](#).

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

What We Found

The EPA used its VERA-VSIP authority to buy out employees in certain targeted positions. This helped the agency accomplish certain restructuring goals, including reducing the size of program and regional offices, reducing the number of highly graded positions, and eliminating surplus positions.

Monitoring results of workforce restructuring activities informs decisions about the value and benefits of employee buyout incentives.

Although progress has been made in filling positions designated for restructuring under VERA-VSIP, not all workforce restructuring goals had been achieved at the time we concluded our review. Two of five EPA organizations we reviewed reported that all the VERA-VSIP-vacated positions planned for restructuring had been filled. Overall, approximately 80 percent of the positions (57 of 73) in our sample targeted for restructuring had been filled.

Other VERA-VSIP goals—such as increasing the number of staff per supervisor and obtaining staff with new skill sets—were also not complete at the time we concluded our review. Further, there are limitations in determining whether goals for increasing the staff-per-supervisor ratio and changing organizational structure were met, because some EPA organizations did not specify a metric for their goals or an identifiable end point for restructuring. Specific metrics were not required by OPM.

The EPA complied with OPM's reporting requirements during and immediately after the completion of the early-outs and buyouts. In addition, the agency developed "hiring templates," which were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions. However, the agency did not have a system to monitor its progress in achieving all of the remaining VERA-VSIP goals. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce restructuring tool.

Recommendations and Agency Corrective Actions

We made two recommendations to the Assistant Administrator for Administration and Resources Management to monitor the remaining VERA-VSIP activities and determine the value of VERA-VSIP as a workforce tool. The Office of Administration and Resources Management concurred with both recommendations and provided sufficient corrective actions, which have been completed.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

March 23, 2017

MEMORANDUM

SUBJECT: EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring
Report No. 17-P-0140

FROM: Arthur A. Elkins Jr.

A handwritten signature in cursive script, reading "Arthur A. Elkins Jr.", is placed to the right of the "FROM:" line.

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This is our report on the review conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). The project number for this review was OPE-FY14-0049. This report contains findings that describe the problems the OIG has identified and corrective actions the OIG recommends. This report represents the opinion of the OIG and does not necessarily represent the final EPA position. Final determinations on matters in this report will be made by EPA managers in accordance with established audit resolution procedures.

Action Required

In accordance with EPA Manual 2750, you provided acceptable corrective actions and milestone dates for Recommendations 1 and 2. Both recommendations are considered resolved and closed. You are not required to provide a written response to this final report. Should you choose to provide a final response, we will post your response on the OIG's public website, along with our memorandum commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at www.epa.gov/oig.

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Chapter 1

Introduction

Purpose

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA) for its fiscal year (FY) 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) activities to assess agency workforce restructuring progress. We addressed four questions:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

Background

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs (under VERA) and buyouts (under VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Further, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to do the job of protecting human health and the environment.

VERA and VSIP are options for increasing voluntary attrition in agencies that are downsizing or restructuring. With U.S. Office of Personnel Management (OPM) approval, federal agencies can grant early-outs to temporarily lower the age and service requirements to increase the number of employees eligible for retirement from the federal government. Similarly, with OPM approval,

Several conditions apply to a VERA-VSIP plan. Specifically:

1. The plan must include identification of the specific positions to be reduced or eliminated by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position.
2. Only positions to be restructured in the approved plan may be refilled.
3. Agencies are required to administer the plan as approved.
4. Only OPM can approve amendments.

agencies can grant buyouts—lump-sum payments of up to \$25,000 to each employee—as an incentive to voluntarily leave the federal government. Section 1313 of the Chief Human Capital Officers Act of 2002 authorized VERA and VSIP options as regulated by OPM and codified in Title 5 U.S.C. (For VERA, see 5 U.S.C. §§ 8336(d)(2) and 8414(b)(1)(B); for VSIP, see 5 U.S.C. §§ 3521 and 3525.)

According to CFR 576.102(a)(1), a plan submitted to OPM by the head of an agency, or his or her specific designee, must include identification of the specific positions and functions to be reduced or eliminated—identified by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position. The OPM human resources specialist we interviewed stated that only restructured positions under the approved plan can be refilled. Further, once an agency’s VERA-VSIP plan gets approved, the agency is required to administer the VERA-VSIP plan as approved. Only OPM can approve amendments that revise the dates and targeted positions listed in the original approved plan after consultation with the Office of Management and Budget.

Besides eliminating positions, OPM interprets the VERA-VSIP to allow positions to be restructured. This includes filling the vacated position with a position:

- Having a different job series and/or grade.
- Using the same job series and grade but with substantively different duties and responsibilities.
- Having a different full-performance level.
- That is no longer supervisory.

Once OPM approves an agency’s VERA-VSIP plan, each agency should administer its plan as approved. This includes completing the restructuring or elimination of positions vacated through the buyouts. An organization’s progress in completing its approved restructuring activities is relevant for assessing whether the VERA-VSIP authority was properly used, and for assessing the overall cost effectiveness of VERA-VSIP to meet agency workforce goals. While, agencies are required to provide OPM with interim and final VERA and VSIP reports, OPM does not monitor organizations after the conclusion of the buyout authority to verify restructuring progress.

In 2014, 19 of the EPA’s 23 program and regional offices participated in VERA-VSIP activities. A total of 456 employees separated from the EPA through these activities. The EPA paid early-out/buyout incentives of about \$11.3 million and annual leave payments of \$4.9 million, for a total of approximately \$16.2 million, as shown in Figure 1. These costs represent the direct costs associated with the VERA-VSIP early-outs/buyouts. Other indirect costs not captured include the costs to develop and administer each of the 19 program and regional office plans.

Figure 1: EPA direct costs for VERA-VSIP early-outs and buyouts in 2014



Source: Office of Inspector General (OIG) analysis.

Responsible Office

The Office of Human Resources, within the Office of Administration and Resources Management (OARM), oversees the agency human capital program, and coordinated the agency's 2014 VERA-VSIP program.

Scope and Methodology

We conducted our work from November 2014 to May 2016. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Each of the EPA program and regional offices participating in VERA-VSIP independently applied to OPM for early-out/buyout authority. This independent approach resulted in some differences in how the participating EPA offices described their goals and objectives in their applications. Some EPA offices provided specific numeric targets for VERA-VSIP goals, such as specifying a desired supervisor-to-staff ratio of 1:9. In other cases, offices simply described their goals as a reduction or change with no accompanying target, date for completion, or other specific way to assess whether goals are achieved. The regulations that address VERA-VSIP reporting—5 CFR 842.213 for VERA and 5 CFR 576.104 for VSIP—do not require or prescribe to agencies specific measures for assessing VERA-VSIP goals after the early-outs and buyouts are completed.

For the 15 program and regional offices ("organizations") in Table 1, we collected and reviewed such information as:

- The requests to OPM for VERA-VSIP authority.
- OPM's approvals.
- EPA organizations' quarterly and final progress reports to OPM.

Table 1: Organizations reviewed

Organization
Office of the Administrator
Office of the Chief Financial Officer
Office of Enforcement and Compliance Assurance
Office of Environmental Information
Office of Research and Development
Office of Land and Emergency Management
Office of Water
Region 1
Region 3
Region 4
Region 6
Region 7
Region 8
Region 9
Region 10

Source: OIG analysis.

To answer objectives 1 and 2, we obtained detailed information from four of the 15 organizations: the Office of Environmental Information, the Office of Land and Emergency Management, and Regions 1 and 8. In addition to interviewing personnel from these four EPA organizations, we interviewed staff from OARM and OPM. We also obtained and reviewed information on payments to employees who left the EPA under VERA-VSIP. We reviewed laws, regulations and guidance documents related to VERA-VSIP.

To answer objectives 3 and 4, we obtained detailed information for program offices and regions that had at least a 50-percent acceptance rate of authorized VERA-VSIP actions.¹ These offices were the Office of Water (OW); Office of Enforcement and Compliance Assurance (OECA); and Regions 1, 4 and 7. We obtained information about hiring and activities to achieve restructuring goals through document reviews and interviews with managers and staff in these organizations. OW reported conducting a second round of buyouts with a goal to reduce the number of higher-graded positions. To be consistent with our analysis of organizations, we reviewed only the first round of buyouts. Hiring data was current through June 2016.

This report contains our analysis of the agency buyout and restructuring activities. A separate report will address the EPA OIG's buyout and restructuring activities.

¹ We excluded Region 8 from selection for this analysis due to other OIG reviews occurring in the region at the time.

Prior Report

On July 14, 2015, we issued Report No. 15-P-0184, *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities. OARM distributed “hiring templates” to program offices and regions as a corrective action to the OIG recommendation. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.

Chapter 2

VERA-VSIP Helped Achieve Some but Not All Restructuring Goals

VERA-VSIP authority helped the EPA organizations in our sample achieve goals related to reducing size and grades. At the time we concluded our review, other organizational goals—such as de-layering (increasing supervisor-to-staff ratio) and adding staff with new skill sets—had not been achieved, and not all of the VERA-VSIP positions targeted for restructuring had been filled. To obtain buyout authority from OPM, EPA program offices and regions identified and proposed a variety of restructuring activities in their VERA-VSIP applications (plans). Once OPM approved VERA-VSIP plans, organizations were required to administer their VERA-VSIP plan as approved. The agency monitored its buyout and subsequent hiring activities to ensure positions vacated under VERA-VSIP were properly filled. However, the agency was limited in determining whether it achieved its VERA-VSIP goals for reducing the supervisor-to-employee ratio and changing organizational structure, because some organizations did not specify measurements for their goals or an identifiable end point for restructuring. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce management tool.

Agency Restructuring Goals Were Generally Consistent

The EPA program offices and regions requested VERA-VSIP authority consistent with OPM guidance, justifying early-outs and buyouts for restructuring goals. Table 2 lists the goals in applications that EPA organizations submitted to OPM. These goals included de-layering, reorganization, transfer of function, or other workforce restructuring or reshaping. The organizations in our review requested VERA-VSIP for a variety of reasons, and those reasons were generally consistent. Staff from OARM described three cross-cutting issues that EPA senior leadership suggested to program and regional offices:

- Reduce the number of staff performing administrative functions.
- Replace higher-graded technical staff with lower-graded technical staff (reduce grade).
- Increase the staff-to-supervisor ratio (de-layering).

As shown in Table 2, these issues were reflected as goals in most of the EPA VERA-VSIP requests we reviewed.

Table 2: VERA-VSIP goals by organization

Organization	Goals (i.e., reasons for restructuring)						
	Separating employees				Hiring employees		Other
	De-layer	Surplus	Reduce grade	Reduce size	New skill	Grade cap	
Office of the Administrator		X	X	X	X		
Office of the Chief Financial Officer	X	X	X	X	X		
Office of Enforcement and Compliance Assurance		X		X	X		X
Office of Environmental Information	X	X	X		X	X	X
Office of Research and Development		X			X		
Office of Land and Emergency Management		X	X		X	X	
Office of Water		X		X	X		X
Region 1	X		X	X	X	X	
Region 3		X	X	X	X		
Region 4	X	X					
Region 6		X	X	X	X		
Region 7	X		X	X	X		
Region 8			X	X	X		X
Region 9	X	X					X
Region 10	X	X		X	X		
Total	7	12	9	10	13	3	5

De-layer: Reduce number of supervisory positions and/or combine organizational units to change staff-to-supervisor ratio.

Surplus: Reduce number of positions in job series because the workload does not warrant number onboard; the skills needed for the position are no longer needed; or the work is being performed by others because of automation, work transfers, etc.

Reduce grade: Consolidate work requiring a higher-graded position into fewer positions and (in some cases) shift lesser work to lower-graded positions.

Reduce size: Reduce the number of positions.

New skill: Address when the work requires a position with skills different than those in the existing workforce, even (sometimes) when the position is in the same job series as separating positions.

Grade Cap: New staff are being hired who will be on a career ladder with a lower grade cap.

Other: A goal was identified that did not specify either separating or hiring employees.

Office of Enforcement and Compliance Assurance: Preserve extramural funds to implement future compliance program and consolidate administrative functions.

Office of Environmental Information: Realign information technology security functions with the Senior Agency Information Security Officer to increase the officer's independence.

Office of Water: Redirect or refocus resources in the Office of Water.

Region 8: Merging offices and centralizing administrative functions.

Region 9: Consolidate all attorney-advisor positions into the San Francisco office.

Source: OIG analysis of EPA VERA-VSIP applications.

The most common goal in the EPA program and regional office requests was the acquisition of new skills, and the second most frequent goal was to target nonessential positions. According to some of the EPA requests, the agency had positions that were considered no longer essential to operations. Fifteen organizations planned new hires after VERA-VSIP buy-outs. Also, 13 of the 15 organizations identified that new or different skills were needed in their workforce. Three organizations indicated that some positions would have a lower full-performance level for the newly hired staff. Further, the goals described by the 15 organizations were consistent with the purposes of an early-out or buyout.

The EPA organizations we reviewed described in general terms the workforce analysis they performed in support of their VERA-VSIP requests. For example:

- The Office of Research and Development performed a modified gap analysis to identify its scientific workforce supply, demand and gaps, and how VERA-VSIP could be used to address the gaps.
- Region 1 reviewed its workforce demographics to determine the number of positions, occupations and grade levels that would be considered for workforce reshaping.
- Region 10 relied on a comprehensive workload assessment that it conducted in FY 2013 using specially designed assessment guidelines to determine what workload or priority adjustments were warranted.

Staff and managers we interviewed in the Office of Human Resources (OHR), within OARM, reported assisting regions and program offices through a variety of activities. OHR reported preparing business cases for VERA-VSIP. OHR also created two teams to help regions and program offices implement VERA-VSIP. OHR developed and shared with all of the EPA organizations participating in VERA-VSIP its workforce planning data, rosters of staff eligible for retirement, examples of VERA-VSIP requests, templates, VERA and VSIP Guides, checklists, and other items. OHR reviewed program office and regional VERA-VSIP applications, and advised changes, before EPA organizations sent the applications to OPM.

Buyouts Helped Vacate Positions

The EPA organizations we reviewed made progress executing restructuring plans and achieving some of the goals identified in their OPM-approved VERA-VSIP plans. The VERA-VSIP early-out/buyout initiative was successful in helping vacate 456 positions across the agency.

The voluntary nature of the VERA-VSIP incentive means that the agency cannot control which employees—or how many employees—will accept an offer to separate from the agency. However, the agency retains control of hiring into

restructured positions, and should complete restructuring those positions as part of administering its plans as approved by OPM. While VERA-VSIP early-outs/buyouts helped the regions and program offices reviewed achieve goals for reducing the size and changing the shape of the workforce, some goals used to justify the early-out/buyout authority from OPM—such as hire workers with new skills, restructure work or redirect resources—were not complete at the time we concluded our review.

VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions

We evaluated success achieving the goals listed in VERA-VSIP applications for the sample organizations in Table 3. At the time we concluded our review, each organization achieved at least one of the VERA-VSIP goals associated with de-layering, removing surplus positions, reducing grade or reducing size.

Table 3. Progress on VERA-VSIP goals

Organization	Goals			
	De-layer	Surplus	Reduce grade	Reduce size
OECA	N/A		N/A	
Office of Water	N/A		N/A	
Region 1		N/A		
Region 4			N/A	N/A
Region 7		N/A		

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made.

Examples for each of the goals follow, based on information provided by program offices and regions.

- De-layer:** Regions 1, 4 and 7 sought to reduce the number of supervisory positions consistent with a smaller workforce. Region 1 made slight progress; its pre-VERA-VSIP ratio was 1:7.4 and post-VERA-VSIP ratio was 1:7.8. Region 1 reported to us that it believed its continued restructuring will move it to above a ratio between 1:8. Region 4 made some progress as well, moving from 1:6.6 to 1:7.4, with a goal of 1:9. While Region 7 did not identify a target ratio in its VERA-VSIP plan, its supervisor-to-staff ratio increased from 1:6.9 in 2013 to 1:8.4 as of September 2015.
- Surplus:** Three of five organizations sought to reduce the number of positions in targeted areas and made progress. For example, OW eliminated eight positions and Region 4 eliminated 10 positions from targeted job series. OECA eliminated six positions and restructured seven others to lower full performance grade levels.

- **Reduce Grade:** Regions 1 and 7 reduced the number of highly-graded employees at the GS-13 through GS-15 level, and transferred duties to other employees or to lower-graded staff. The Region 1 VERA-VSIP plan stated its goal was to reduce the number of high-graded technical experts and senior policy advisors, and bring greater balance across the region's grade structure in both technical and legal series. As of September 2015, Region 1 capped new-hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level, and has only hired for GS-7 through GS-12 positions. Region 7's stated goals were to consolidate some higher-graded duties or restructure grade levels. According to a September 2015 Region 7 report, 73 percent of its VERA-VSIP departures were at GS-13 or above. The region spread staff work from those that left so some could be performed by lower-graded staff. Region 7 reduced the grade of one GS-14, three GS-13 and one GS-12 positions. Four total OECA Attorney and Criminal Investigator positions were also restructured to lower full performance level or by changing the supervisory status of the position.
- **Reduce Size:** Four of the five organizations sought to reduce the size of the organization, and all four lowered the full-time equivalent (FTE) to the level or below listed in their OPM-approved VERA-VSIP plan:
 - OECA reduced its FTEs to 726; its goal was to reduce to 767 FTEs.
 - OW reduced its FTEs to 558; its goal was to reduce to 563 FTEs.
 - Region 1 reduced its FTEs to 556; its goal was to reduce to approximately 590 FTEs.
 - Region 7 reduced its FTEs to 488; its goal was to reduce to 488 FTEs.

Some Progress Made on VERA-VSIP Restructuring Goals

One justification for the EPA's VERA-VSIP authority was to provide an incentive for staff in targeted positions to vacate those positions, which would then be restructured to accommodate new skillsets. This would enable the agency to accomplish its human health and environmental protection goals with a different workforce.

While hiring has occurred since VERA-VSIP, not all the organizations we reviewed had filled all the positions that were targeted for restructuring at the time we concluded our review. Table 4 shows the positions vacated through VERA-VSIP targeted for restructuring, and how many of those had been filled. Regions 1 and 7 are the only organizations to have filled all positions targeted for restructuring.

Table 4: Progress on restructuring through new positions

Region/office	Positions available for restructuring	Positions restructured and filled
Region 1	11	11
Region 4	7	1
Region 7	37	37
OECA	11	3
OW ²	7	5
Totals	73	57

Source: Analysis of EPA June 2016 hiring data.

Green = goal accomplished; yellow = some progress made.

EPA regional and program office managers stated that restructuring activities had not been completed for various reasons. For example:

- Region 4 cited the theft of security-related information (OPM breach) leading to the slowing and stopping of background checks as impeding its ability to hire new staff.
- OECA stated its overall number of staff was reduced due to congressional budget cuts, and it did not want to hire and then have to lay off staff.
- OW managers had not filled more positions because of uncertainty about budgets being large enough to support new staff.

The status of restructuring efforts for new skill, grade cap and other organization goals in our sample is summarized in Table 5.

Table 5: Progress achieving restructuring goals

EPA region or office	Restructuring Goals			
	New skill	Grade cap	Consolidation	Realign activities
Region 1			N/A	N/A
Region 4	N/A	N/A	N/A	N/A
Region 7		N/A	N/A	N/A
OECA		N/A		N/A
OW		N/A	N/A	

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

- **New Skill:** We concluded that Regions 1 and 7 completed their new skill-hiring goals because they filled all of their restructured positions. Region 1 identified three positions needing new skills and reported filling each of those positions. Region 7 changed the job series of 12 positions and filled those positions with new staff. OECA stated that it added some staff with new skills to meet about 25 percent of its requirement and, at the time of our review, stated it had made job offers that would raise the fill rate to

² The information presented for OW in Table 4 is only for Round 1 of the buyouts. Appendix C contains additional information about both rounds of buyouts and filling of restructured positions.

about 50 percent if those offers were accepted. The OW had identified nine positions requiring different job series and had hired staff into four of those positions.

- **Grade Cap:** Region 1 reduced the grade of the four positions targeted for restructure so the full performance level was capped at a lower grade. Those changes included two environmental engineer positions reduced from a GS-13 to GS-12 full performance level; one GS-13 Information Specialist replaced with a GS-9 Correspondence Control Analyst; and one GS-13 Management Analyst position downgraded to a GS-12.
- **Consolidation:** Consolidation was an OECA VERA-VSIP goal. At the time of our review, OECA's consolidation effort was not complete. Specifically, OECA sought VERA-VSIP authority to redirect and refocus resources to support the *Next Gen*³ compliance assistance system and other consolidation efforts that reduce administrative and program support through efficiencies and eliminating obsolete skills. At the time of our review, OECA achieved its FTE reduction goal but could not decide how to reallocate staff.
- **Realign Activities:** The OW stated that realignment of administrative functions was not complete at the time of our review. The office attempted to realign administrative processes after losing 15 administrative staff. The office has tried alternatives, such as having other staff serve as backups and considered using Senior Environmental Employees. However, the OW stated that realignment is still a work in progress.

EPA Should Continue Monitoring Its Progress on VERA-VSIP Goals

All of the EPA organizations we reviewed submitted quarterly reports to OPM during the VERA-VSIP early-out/buyout period. These reports document progress in completing authorized buyouts. At the conclusion of the early-outs/buyouts in April 2014, these organizations submitted a final report detailing compliance with VERA-VSIP requirements and the results of the initiative. This reporting requirement was an OPM oversight function to monitor the agency's use of VERA-VSIP authority.

After the final reports were submitted to OPM, EPA organizations monitored hiring activities to verify that positions vacated after VERA-VSIP were either eliminated or restructured before being refilled. This monitoring occurred through "hiring templates" distributed by OARM. OARM has also summarized results of VERA-VSIP buyouts across the agency in its April 2015 and May 2016 EPA VERA-VSIP Impact Reports. The information presented in the April 2015 report helped OARM conclude that VERA-VSIP created an opportunity for the EPA

³ The *Next Generation Compliance (Next Gen)* approach increases the use of technology and innovative compliance strategies to yield more effective compliance with the nation's environmental laws.

“... to significantly reshape its workforce to align with evolving mission needs and current budgetary limitations.” The report from May 2016 summarized the results of VERA-VSIP buyout activities, discussed subsequent hiring to fill skill gaps, and stated that organizations were following their respective business cases to reshape their workforce for better alignment with mission goals and objectives.

The agency monitoring that occurred during the buyout activities was used to comply with OPM’s VERA-VSIP reporting requirements, and later provided OARM with data to assess the impact of VERA-VSIP. With this monitoring and reporting, we believe the agency can identify barriers to success, be positioned to detect when the longer-term restructuring goals are achieved, and have information to determine whether the 2014 VERA-VSIP program was a cost-effective approach to achieve EPA workforce restructuring needs.

Conclusion

Under its VERA-VSIP authority, the EPA paid incentives of about \$11.3 million for federal workers to leave their positions, plus accumulated annual leave payments of \$4.9 million, for a total of \$16.2 million. VERA-VSIP helped the program offices and regions in our sample achieve goals related to reducing size, grades and surplus positions. Other goals—such as de-layering and adding staff with new skill sets—had not been fully achieved at the time we concluded our review. All EPA organizations we reviewed complied with OPM’s reporting requirements, and continued monitoring after the completion of the buyouts. In response to an earlier OIG report, the agency implemented “hiring templates” to ensure it filled new EPA positions in a manner consistent with its VERA-VSIP goals and authority. The agency can take further action to monitor its progress in achieving its VERA-VSIP restructuring goals while also providing a foundation for assessing the cost effectiveness of VERA-VSIP as a broad workforce restructuring tool.

Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management:

1. On a quarterly basis, collect information from program offices and regions on:
 - a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals.
 - b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished.
 - c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.

2. Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.

Agency Response and OIG Evaluation

In response to the draft report, OARM agreed with the recommendations and provided corrective actions and completion dates. OIG and OARM representatives met to discuss the recommendations and agency response. Recommendations 1 and 2 are resolved and closed. We also received separate comments from Region 1, which we incorporated into the report as appropriate. Prior to issuing the final report we received supplemental comments and information from OARM and OW, which were incorporated into the report as appropriate. Agency comments are in Appendices A, B and C.

Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status ¹	Action Official	Completion Date	Potential Monetary Benefits (in \$000s)
1	13	On a quarterly basis, collect information from program offices and regions on: <ul style="list-style-type: none"> a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals. b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished. c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled. 	C	Assistant Administrator for Administration and Resources Management	7/16/15	
2	14	Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.	C	Assistant Administrator for Administration and Resources Management	9/30/16	

¹ C = Corrective action completed.

R = Recommendation resolved with corrective action pending.

U = Recommendation unresolved with resolution efforts in progress.

Agency Response to Draft Report



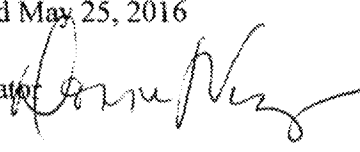
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 24 2016

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: EPA Response to the Office of Inspector General Draft Report, *EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved*, Project No. OPE-FY14-0049, dated May 25, 2016

FROM: Donna J. Vizian, Acting Assistant Administrator 

TO: Carolyn Copper, Assistant Inspector General
Office of Program Evaluation
Office of Inspector General

Thank you for the opportunity to review the draft report. Below is the agency's response to the report recommendations.

BACKGROUND:

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs under Voluntary Early Retirement Authority (VERA) and buyouts under Voluntary Separation Incentive Program (VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Furthermore, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to achieve the agency's mission of protecting human health and the environment.

AGENCY RESPONSE TO RECOMMENDATIONS:

The agency concurs with the draft report recommendation and provides the following corrective actions and the completion dates.

No.	Recommendation	High-Level Intended Corrective Action(s)	Estimated Completion Date by Quarter and FY
1	On a quarterly basis, collect information from program offices and regions on: a) Progress toward achievement of VERA-VSIP restructuring goals. b) When VERA-VSIP restructuring goals are accomplished. c) When positions vacated under VERA-VSIP are filled.	<ul style="list-style-type: none">The Office of Human Resources developed Strategic Hiring Templates to monitor progress following VERA-VSIP. On a quarterly basis, program and regional offices update the templates with the status of VERA-VSIP vacated positions. This ensures offices are complying with the goals outlined in their respective business cases.	7/16/15
2	Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.	<ul style="list-style-type: none">Following VERA-VSIP, the EPA began using OPM's HRStat initiative to analyze and monitor restructuring of the workforce. This provides an opportunity to show senior leaders how hiring compares to the goals stated through VERA-VSIP.The Office of Human Resources published a VERA-VSIP Impact Report, which details the effects of VERA-VSIP on the agency and provides information on subsequent hiring.	10/29/14 Q4 FY2016

Once the remaining corrective action is implemented, OARM believes the agency has met the intent of the OIG recommendations and no additional follow-up actions are required. Additionally, due to the sensitive nature, OARM recommends eliminating the reference to clerical and administrative support when describing surplus positions on page seven of the report.

Should you or your staff have any questions regarding this response, please have them contact Linda Gray, Director, Office of Human Resources, OARM at (202) 564-4606.

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Region 1 Response to Draft Report



MEMORANDUM

FROM: Michael Kenyon, Senior Resource Official
Assistant Regional Administrator, EPA Region 1

TO: Timothy Roach, Project Manager, Office of Inspector General
Eric Lewis, Director, Special Program Reviews

cc: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP
Project No. OPE-FY14-0049

EPA Region 1 appreciates the opportunity to respond to the draft report on the above subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). Our comments pertain to the portions of the report specific to Region 1.

At the onset of the review, the OIG identified their objectives were to determine:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plan?
4. Did the major offices achieve their goals in restructuring the organization?

We believe that our region was successful in achieving most of our workforce restructuring goals. On December 20, 2013, EPA Region 1, thru the Office of Administration and Resource Management (OARM) at EPA headquarters, submitted a VERA/VSIP plan to OPM. This plan was subsequently approved on January 31, 2014. Region 1 identified its overarching goal was to reshape the workforce by consolidating higher graded positions into a smaller proportion of higher graded staff, reduce the number of supervisory positions in line with a smaller overall workforce, and address the changing nature of the workforce skill requirements due to advances in technology and changing Agency priorities.

Region 1's plan identified that it would allow 20 people to leave and use the VERA/VSIP authority in three areas.

- Administrative Support – reduce the number of staff performing administrative functions (new skill)
- GS14/14 Supervisory - delayer
- GS 14/15 Non-Supervisory – replace higher graded technical staff with lower graded technical staff and introduce new skills (reduce grade; new skill)

While we have only made incremental progress on the delayering goal, we believe otherwise we largely met our goals. We do not believe this is accurately reflected in the report. We provide specific comments below.

Restructuring of Positions: Table 4 in the draft report has identified that Region 1 had 11 positions available for restructuring. It further indicates that Region 1 has "0" positions restructured and filled. As discussed in our conversation with the IG team in March, this is not the case. Attached to this report please find a detailed report of all of the positions vacated in Region 1 as a result of the VERA/VSIP activities.

Region 1 met the target to restructure and fill 11 positions:

9 positions were restructured and filled prior to 09/30/15. 2
more positions were restructured and filled by 11/15/15.

The remaining 9 positions vacated during VERA/VSIP were addressed as follows:

7 positions were eliminated and the resources reallocated to other key areas. 1
GS 15 position was abolished.
1 GS 5 position was abolished.

The reallocation of resources allowed us the opportunity to hire into 15 entry level positions, addressing critical mission work and introducing needed new skills into the organization.

Delayering: The draft report, in Table 3 indicates that Region 1 has not yet achieved its de-layering goal. The shift to date has moved Region 1 from 1.7 to 1.8. Our hiring activity and attrition impacted our results in this area. However, we continue to pursue the development of organizational restructures that we feel will result in our ratio of supervisors to employees moving above 1.8 ratio.

Comment: The Draft Report does not mention how data was captured to calculate the supervisor to employee ratio. For example, we do not know if vacant supervisory positions were used. We would recommend a footnote be added to include the time frame and method used to calculate this ratio.

Thank you for the opportunity to comment on this draft report.

Office of Water Response to Draft Report



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 27 2017

MEMORANDUM

OFFICE OF WATER

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP
Project No. OPE-FY14-0049

FROM: Michael H. Shapiro *Michael Shapiro*
Senior Resource Official

TO: Timothy Roach, Project Manager, Office of Inspector General
Eric Lewis, Director, Special Program Reviews

Thank you for the opportunity to update the Office of Water's (OW) numbers in *Table 4: Progress on restructuring through new positions* in the draft report referenced above. We have provided our updated information below, but would also like to note that the progress represented in restructuring positions correlates with progress toward each of the other identified goals, requiring a more well-rounded progress update. While the Office of Inspector General's (OIG) report was an accurate depiction of OW's progress in October of 2015, OW has made significant progress since then.

Of the 26 positions identified for restructuring, 21 have been filled at this time. One position went through the recruitment process, though we were unable to find a qualified candidate, 2 positions were eliminated to reallocate resources and the remaining 2 positions remain unfilled due to uncertainty about budget considerations to support new staff. Detailed information about these positions can be found in OW's strategic hiring template.

Specifically, for *Table 4: Progress on restructuring through new positions* on page 11:

Region/office	Positions available for restructuring	Positions restructured and filled
Office of Water	26	21

Our updated numbers are as follows for the 26 positions OW identified for restructuring:

- 21 have been filled (81%)
- 1 was advertised but we were unable to find a qualified candidate; the position remains unfilled
- 2 were eliminated
- 2 are on hold/pending approval relative to resource constraints

Also, respectfully, the numbers referenced in Table 4 of the report are reflective of both the first and second round of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) while the goals identified for OW in Table 2 are only reflective of the first round. OW would like to note that a significant goal of our second-round VERA/VSIP participation was to reduce the number of higher-graded positions within the AAship. Through restructuring and consolidation of work, OW has been successful in filling new positions at the entry level to meet mission critical needs within the confines of our identified VERA/VSIP goals. OW agrees with the assessment of meeting the surplus and size reduction goals and with the completion of position restructuring. OW has been able to realize the goals of achieving new skill sets in the workforce and reducing the grade level of the overall workforce.

OW continues to make progress in the goal of realigning administrative activities. Vacated administrative positions generally supported one administrative function and have been restructured to address more well-rounded business operations responsibilities. This approach was taken in response to the impact of technology and the changing needs of the workforce. OW continues work on streamlining administrative processes across the AAship.

Thank you for the opportunity to respond to this draft report.

cc: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

Distribution

The Administrator
Assistant Administrator for Administration and Resources Management
Assistant Administrator for Enforcement and Compliance Assurance
Assistant Administrator for Water
Agency Follow-Up Official (the CFO)
Agency Follow-Up Coordinator
General Counsel
Associate Administrator for Congressional and Intergovernmental Relations
Associate Administrator for Public Affairs
Regional Administrator, Region 1
Regional Administrator, Region 4
Regional Administrator, Region 7
Principal Deputy Assistant Administrator for Administration and Resources Management
Director, Office of Resources, Operations, and Management, Office of Administration
and Resources Management
Deputy Director, Office of Resources, Operations, and Management, Office of Administration
and Resources Management
Audit Follow-Up Coordinator, Office of the Administrator
Audit Follow-Up Coordinator, Office of Administration and Resources Management
Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance
Audit Follow-Up Coordinator, Office of Water
Audit Follow-Up Coordinator, Region 1
Audit Follow-Up Coordinator, Region 4
Audit Follow-Up Coordinator, Region 7

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 9/7/2017 8:19:04 PM
To: Parker, Gary [parker.gary@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Prog and Reg Business Cases Final 7-6-17 (002).docx
Attachments: EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adj....docx

Gary, see if the numbers add up in the most recent version of the business case.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Parker, Gary
Sent: Thursday, September 07, 2017 4:03 PM
To: Hunt, Loretta
Subject: EPA Prog and Reg Business Cases Final 7-6-17 (002).docx

Loretta,

When I use the attached business case

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/13/2018 3:48:33 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Young, Debbie [young.debbie@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: FW: V/V Package
Attachments: VERA-Request-OLEM.PDF; VSIP-Request-OLEM.PDF; EPA OLEM OEM Targeted Positions.xlsx; OEM Business Case.docx; OLEM OEM Org Charts.pdf

Have you seen or discussed this with OLEM? I told Brendan to loop you in.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Roache, Brendan
Sent: Friday, July 13, 2018 10:09 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Smith, Susan <Smith.Susan@epa.gov>
Subject: V/V Package

Hi, Loretta and Debbi,

Attached are the draft documents that comprise the OLEM/OEM VERA/VSIP package. Can you please review to see if we are missing anything?

Once it's approved by our AA, what is the approval routing process to get it to Donna? Does OCFO have to concur on it, first?

Thank you.

Brendan J. Roache
Division Director
OLEM-OEM-RMD
202-564-6117 w

Ex. 6 - Personal Privacy C

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 7/5/2018 5:41:49 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: R9 V/V Docs
Attachments: EPA VERA/VSIP Request; EPA R9 FY18 VERA Request.pdf; EPA R9 FY18 VSIP Request.pdf

Yes – here it is

From: Hunt, Loretta
Sent: Tuesday, July 03, 2018 3:00 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: R9 V/V Docs

I doubt there will be any movement this week, but I am attaching:

1. The files sent to OPM and OMB
2. Draft VERA form
3. Draft VSIP form

I'm waiting to hear back from R9 re: question #5 of the VERA form.

If OPM or OMB come back with questions requiring revision to any of the documents, please make the changes and make sure I have a copy of the updated documents.

Should OPM and OMB give the green light, all documents must be reviewed and finalized, the forms signed and scanned and everything should be emailed to OPM and OMB. Copy Donna, John, Wes, Jerome, Vicki and Deborah J. I also usually convert any Word files to PDF.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/3/2018 5:53:07 PM
To: Willig, Jeanine [willig.jeanine@epa.gov]; Doris Martinez [Martinez.Doris@epa.gov]; Michelle McClendon [McClendon.Michelle@epa.gov]
Subject: FW: Workforce Statistics
Attachments: 02-22-2018 - HEC 12.7.17 Hearing QFRs_Pruitt - AMENDED FINAL.PDF; Markey Workforce Attachment.pdf

Please see p. 37 of attached. Did we create? Where did we get FTE #s?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Cooper, Marian
Sent: Wednesday, May 02, 2018 1:22 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Workforce Statistics

AS discussed. Thanks

Marian Pechmann Cooper
Chief of Staff
Office of Administration and Resources Management
William Jefferson Clinton Federal Building-NORTH (3330)
Washington, DC 20460
office number -- 202 564-0620
office fax -- 202 564-0233



From: Yaeger, Ryan
Sent: Tuesday, May 01, 2018 12:54 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: Workforce Statistics

Ms. Cooper:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

28. Please provide data on the number of career EPA staff under your tenure and the number of career staff under the three preceding EPA administrators. What is the current number of Full-Time Equivalent (FTE) staff at the EPA?

Thank you in advance for your help!

Ryan

Ryan D. Yaeger
FOIA, Legislative, and Oversight Counsel
U.S. Environmental Protection Agency
202.564.4898
yaeger.ryan@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 2/14/2018 5:24:05 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Urgent Input Needed: Verification of final Earlyout/Buyout #s
Attachments: VERA VSIP 2017_Summary.pdf; RE: EPA Information; Carper Workforce Reduction 2 14 2018 redline lh.docx

Importance: High

Debbi,

As I recommended earlier, Arron's team needs to verify the data table. I can't fully verify the data on my end as it does not match what I have (attached). Specifically, I can't verify the "declined" column since it differs from the RTP report.

Also, I don't have the final numbers from 2014-2015 in an easy to pull format. I would have to look in my archives and tally up the reports to OPM. I believe there was a report/briefing on 2014-2015 totals but I can't find it.

I did make one slight change to the letter (attached).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Wednesday, February 14, 2018 11:31 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Fwd: Urgent Input Needed: Verification of final Earlyout/Buyout #s

Let's both take a look to verify. Donna has to sign today.

Sent from my iPhone

Begin forwarded message:

From: "Naples, Eileen" <Naples.Eileen@epa.gov>
Date: February 14, 2018 at 10:11:57 AM EST
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Cc: "Cooper, Marian" <Cooper.Marian@epa.gov>
Subject: Urgent Input Needed: Verification of final Earlyout/Buyout #s

Hi Debbi,

As I mentioned in my phone message, we are hoping to have Donna sign the response to Carper's incoming today—before she signs, could you confirm that all of the Earlyout/Buyout numbers are accurate? I've included the incoming, EPA's response (see redlined Word document), as well as all of the language in our response mentioning Earlyout/Buyout numbers below for ease of review.

Thanks in advance for your response!

Ex. 5 - Deliberative Process

AA Ship/Region	Total	Accepted	Withdrew	Not Eligible	Declined	Separated*
AO	Ex. 5 - Deliberative Process					
OAR						
OARM						
OCFO						
OCSP						
OECA						
OEI						
OGC						
OITA						
OLEM						
ORD						
OW						
Region 1						
Region 10						
Region 2						
Region 3						
Region 4						
Region 5						
Region 6						
Region 7						
Region 8						
Region 9						
Total						

Eileen Naples
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency

(202)564-7057

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 2/6/2018 11:32:27 PM
To: Ruth Corcino-Woodruff [RUTH.CORCINO-WOODRUFF@OPM.GOV]
CC: Chase, Twana [chase.twana@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Information

Ruth,

Here's the more detailed breakdown for 2017 VERA/VSIP offers at EPA. I should be able to deliver the June 2017 bargaining unit data sometime tomorrow. The training assessment report is being routed through senior management, I will forward it when it has been approved. I don't know when the APR will be posted, you may want to reach out to the PIO's office.

Office	Optional Voluntary Retirement with VSIP	Early Retirement - (VERA with VSIP)	Resignation - VSIP Only	Optional or Early Retirement with NO VSIP	Grand Total
AO	<div>Ex. 5 - Deliberative Process</div>				
OAR					
OARM					
OCFO					
OCSPP					
OECA					
OEI					
OGC					
OITA					
OLEM					
ORD					
OW					
Region 1					
Region 2					
Region 3					
Region 4					
Region 5					
Region 6					
Region 7					
Region 8					
Region 9					
Region 10					
Grand Total					

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Monday, February 05, 2018 5:58 PM
To: 'Corcino-Woodruff, Ruth A.' <Ruth.Corcino-Woodruff@opm.gov>
Cc: Chase, Twana <chase.twana@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA Information

Ruth,

1. Bargaining and Non-Bargaining Unit employees as of 1/25/18. I will need to have the data from June 2017 pulled.

of Bargaining Unit Employees

Union	#s
Non-Bargaining Unit	Ex. 5 - Deliberative Process
AFGE	
NTEU	
NAGE ORD Las Vegas	
NAGE ORD Narragansett	
NAGE Non-Professionals Atlanta	
NAIL ORD Gulf Breeze	
ESC R9 Professionals	

2. The last training needs assessment was conducted in October 2017. I have not received a final report yet. (see attached).
3. Some VERA/VSIP information attached. I will forward the break down on #VERA later.
4. the POC for question #4 would be my supervisor, Debbi Hart (hart.debbi@epa.gov or 202-564-2011).
5. The 2017 APR has not been posted

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Corcino-Woodruff, Ruth A. [<mailto:Ruth.Corcino-Woodruff@opm.gov>]
Sent: Monday, February 05, 2018 5:18 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Chase, Twana <chase.twana@epa.gov>
Subject: EPA Information

Hi Loretta,

We are being asked to compile agency profiles by Ana Mazzi, OPM Deputy Director. I will be asking for additional information related to EPA and employee data, MCO, union, etc. and will probably be asking for it piecemeal, so I am apologizing in advance. While I am getting some information from EHRI, other information will requested from you. To start, I am asking for the following::

- 1) I need to know the total bargaining unit and non-bargaining unit employees as of June 2017; and currently.
- 2) When (date) was the most recent agency-wide training needs assessment completed ? (agency-wide training needs assessment with analysis, etc.)
- 3) For FY 17 # of VSIPs/VERA approved. Actual # of VSIPs processed; # of VERA's processed.
- 4) How is EPA using data analytics to drive decisions- give examples of what was/is being done. How is HR stat being used? Can you refer me to the current EPA POC for this?
- 5) Do you have a copy of the FY17 Annual Performance Plan. EPA's website does not have it publicized(?).

Ruth

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 9/29/2017 1:55:05 PM
To: Parker, Gary [parker.gary@epa.gov]
Subject: FW: Congressional
Attachments: EPA Congressional Inquiry 9-14-17 data for 4 and 5.xlsx; NARRATIVE RESPONSE FOR ITEMS 4 AND 5 CONGRESSIONAL REQUEST DATED 9-14-17.docx

Please share with data team and have them compare with the numbers they generated (Congressional questions 4 and 5). Not urgent but I would like to hear how the comparison looks when completed. Thanks.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Helm, Arron
Sent: Thursday, September 28, 2017 12:04 PM
To: Cooper, Marian <Cooper.Marian@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Congressional

The attachments are the information responsive to items 4 and 5. We combined the data for both requests together on one spreadsheet. The narrative just gives a very brief explanation of what each tab provides with some clarifications. There are multiple tabs for each piece of information. We broke it down to Region/AA Ship level.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/12/2018 6:29:12 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16
Attachments: OMB Budget Passback Workforce Reduction Tools 4-12-18.docx

Ok, I just accepted all changes and formatted.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Thursday, April 12, 2018 2:24 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16

As Wes would say, FYSA. LOL

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Thursday, April 12, 2018 2:21 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16

Good on EVS, changes to V/V attached

From: Carpenter, Wesley
Sent: Thursday, April 12, 2018 7:51 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16
Importance: High

Donna:

Good morning. We have developed our response to the subject OMB request, which is attached for your review. The deadline for submission to OPM electronically is Monday, April 16. Debbi and her staff did an outstanding job of developing this response. Please let me know if you have any questions, need additional information, and if you want us to submit the response on your behalf. Thanks.

Wes

From: Vizian, Donna
Sent: Wednesday, April 04, 2018 12:52 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>
Subject: FW: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16
Importance: High

Wes, not sure if this was on your radar - it should be pretty straight forward

From: Santiago, Octavio J. [mailto:Octavio.Santiago@opm.gov]
Sent: Wednesday, April 04, 2018 12:49 PM
To: Brown, Alexis <Alexis.Brown2@opm.gov>
Subject: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16
Importance: High

Good afternoon CHCOs:

This email is a reminder that information on two Budget Passback items is due **Monday, April 16** (see February 23 email from Octavio Santiago)—

In order to facilitate strategic human capital planning and to address items in the OMB Budget Passback, the Office of Personnel Management (OPM) is working with the Office of Management and Budget (OMB) to gather information on two areas:

- 1) Your planning and use of voluntary separation incentive payments (VSIP) and voluntary early retirement authority (VERA), and reduction in force (RIF). OPM needs this information to better assess the status of implementation, take-up rate, and effectiveness of these workforce reduction tools.
- 2) Your efforts to share Federal Employee Viewpoint Survey (FEVS) results at all internal levels, and assess component-level FEVS and organizational performance data to identify work units that would benefit from targeted intervention and action-planning.

As you gather the requested information for item #2, please consider the following bullets that may help you determine the kinds of information that should be shared.

Points to Consider While Preparing Your Response:

- Strategic approach to FEVS data dissemination
- Tools developed by your agency to facilitate FEVS data dissemination and analysis
- Training that your agency has shared with upper leadership, management, and/or employees to consider FEVS results and the application of information learned
- Tracking procedures that your agency has instituted to assess data dissemination, action planning, and growth over time

- Expectations shared with components around response to data reports
- Committees that have been formed to assist components in data analysis and action planning
- Mechanisms for components to report upward based on analysis and planning
- Reports provided to leadership

If you have any questions, please contact Alexis Brown (Alexis.Brown2@opm.gov) or join the FEV Budget Passback Request open call line (see below for more information). We look forward to learning from you in order to identify best practices and areas where assistance is needed.

FEVS Budget Passback Request Open Call Line

- Date: **Tomorrow, Thursday, April 5**
- Time: **11:00 a.m. – 11:30 a.m. (EDT)**
- Ex. 6 - Personal Privacy

 Participant Code:

Ex. 6 - Personal Privacy

All the best!

Octavio J. Santiago, Communications Coordinator
U.S. Office of Personnel Management, Employee Services

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 9/26/2017 9:20:43 PM
To: Minoli, Kevin [Minoli.Kevin@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]
Subject: Follow up from our meeting
Attachments: OGC Current Org Chart.xlsx; Reorg Proposal Form.doc

Kevin & Elise –

I met with Donna and John shortly after our meeting and wanted to follow up with you both to share a couple of minor updates.

Ex. 5 - Deliberative Process

That being said, I wanted to also follow up with you with respect to the documents we spoke about during our meeting.

The first document is the reorg proposal form. The areas highlighted in yellow reflect the parts where I will need input. The areas where I have or can develop the information we need are identified as “Marvin’s tasks”

The second document is a copy of the current OGC org chart. Once I know how we plan to add the FOIA function, I can redesign the chart. (If you were to decide to just add the staff to the existing FEAT org component (rather than breaking it out as a sub-component) then there would be no need to revise the chart.

Please don’t hesitate to reach out if you have any questions or concerns I can address for you.

Thank you!

Marvin
(202) 564-7778

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/22/2018 6:48:39 PM
To: Clifton, Tony [Clifton.Tony@epa.gov]
CC: Young, Kendrick [Young.Kendrick@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Jones, Sara [jones.sara@epa.gov]
Subject: RE: Region 6 draft 2018 V/V package (PAB Comments)
Attachments: VERA/VSIP Templates

Importance: High

Tony,

I see R6 used the targeted position spreadsheet and business case template from the last V/V. You must use the templates in the attachment. This was sent out earlier in the year to programs/regions who were considering offering V/V. OHR updated the V/V templates to: minimize confusion for OPM and OMB; and, to make the management of the V/V process easier for SSCs.

Comments

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Clifton, Tony
Sent: Tuesday, May 22, 2018 11:19 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Young, Kendrick <Young.Kendrick@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Region 6 draft 2018 V/V package

Attached.

Tony D. Clifton
Labor & Employee Relations Specialist
US EPA, Region 6
1445 Ross Ave
Dallas, TX 75202
Phone: 214-665-8395
Mobile: Ex. 6 - Personal Privacy
Fax: 214-665-6538
email: Clifton.Tony@epa.gov



From: Hunt, Loretta
Sent: Tuesday, May 22, 2018 10:08 AM
To: Clifton, Tony <Clifton.Tony@epa.gov>
Cc: Young, Kendrick <Young.Kendrick@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Region 6 draft 2018 V/V package
Importance: High

Please send me the spreadsheet in Excel. It's currently PDF. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hill, Troy
Sent: Tuesday, May 22, 2018 9:49 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Clifton, Tony <Clifton.Tony@epa.gov>; Young, Kendrick <Young.Kendrick@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Jones, Sara <jones.sara@epa.gov>; Richmond, Gregory <richmond.gregory@epa.gov>
Subject: Region 6 draft 2018 V/V package

Loretta,

Attached is Region 6's draft VERA/VSIP package we are working on. We are interested in getting some feedback on the draft package. Tony Clifton and Kendrick Young are our main contacts for this effort and please feel free to reach out to them with any questions or recommendations.

Thank you

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/29/2018 11:06:17 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Gray, David [gray.david@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; McClendon, Michelle [McClendon.Michelle@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Young, Debbie [young.debbie@epa.gov]; Jones, Sara [jones.sara@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Burt, Cynthia [Burt.Cynthia@epa.gov]; Davis, Cathy [Davis.Cathy@epa.gov]
CC: Willig, Jeanine [willig.jeanine@epa.gov]; Martinez, Doris [Martinez.Doris@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Engebretson, Elizabeth [Engebretson.Lizabeth@epa.gov]; Krift, Cheryl [Krift.Cheryl@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]
Subject: VERA/VSIP Templates
Attachments: VERA-VSIP Targeted Positions and Costs.xlsx; V-V Business Case Template 2018.docx

Everyone,

This is a follow-up to last week's VERA/VSIP briefing. As promised, I am sending you the following templates:

1. Business case
2. Targeted positions and costs

In re: to the "costs" tab in the spreadsheet, offices will need to fill in the boxes that are highlighted in yellow. There are formulas in the spreadsheet to do the math calculations.

Please discuss your business case and targeted positions with your servicing SSC. If you have any general questions about VERA/VSIP, contact me or Debbi. If you have questions about budget/costs, please reach out to Janet Remmers (remmers.janet@epa.gov).

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 3/5/2018 5:46:05 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]; Struble, Edward [Struble.Ed@epa.gov]; Kanet, Audrey [kanet.audrey@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: OARM/ORD V/V Draft
Attachments: V and V template for costs_FY18_LV Individual calc. v2.xlsx

I revised the budget information for the V/V to remove the [REDACTED] PHS employee from the calculations. The estimate uses the annual leave in OBIEE.

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hunt, Loretta
Sent: Monday, March 05, 2018 12:33 PM
To: Kanet, Audrey <kanet.audrey@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>
Subject: RE: OARM/ORD V/V Draft

Janet/Pat,

1.

2.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Kanet, Audrey
Sent: Friday, March 02, 2018 5:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>
Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>
Subject: RE: OARM/ORD V/V Draft

Average salary for ORD staff in Las Vegas is
career ladder promotions, etc.

Ex. 5 - Deliberative Process

This does not take into account any WGs,

I have some additional questions before we complete updates to the spreadsheet attachment:

Ex. 5 - Deliberative Process

Thank you for your help! Once we have answers to these questions, we should be able to wrap this up quickly next week.

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Thursday, March 1, 2018 12:13 PM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Remmers, Janet <Remmers.Janet@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>

Subject: OARM/ORD V/V Draft

Everyone,

The latest draft of the business case is attached. Janet Remmers (OCFO) is being pulled into the mix. She will provide assistance on the budget portion of the request. We met with OMB yesterday to discuss required budget information and are awaiting a final determination.

In the meantime, we need the following information so Janet can start planning:

1. Average salary (grade and step) for impacted population; and
2. Average annual leave balances for the target population.

The spreadsheet is still pending.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 1/25/2018 2:23:50 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Carper Workforce Reduction Draft Response_OGC KK 1 2 2018_(OGC)_1-23-2018 (OCFO).docx
Attachments: Carper Workforce Reduction Draft Response_OGC KK 1 2 2018_(OGC)_1-23-2018 (OCFO).docx

As discussed and per my VM. Thanks

Message

From: Schulman, Marvin [Schulman.Marvin@epa.gov]
Sent: 12/5/2017 10:01:31 PM
To: Boxton, Troy [Boxton.Troy@epa.gov]; Stanton, Rachel [stanton.rachel@epa.gov]; Barnett, Howard [Barnett.Howard@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: Reorg Documents
Attachments: REORG Process Overview.pptx; (Draft) Reorg Decision Memo.OGC.11.21.17.doc; Reorg Proposal Form (FEAT-FOIA).OGC.11.21.17.doc; OGC Org Chart.OGC.11.21.17.xlsx; Current & Proposed Functional Statements - FEAT-FOIA 11-21-17.docx; FEAT Crosswalk.OGC.11.21.17.xlsx; FEAT-FOIA Org Code.OGC.11.21.17.xlsx

Sharing these with all of you as a way to let you know that I've been working with OGC and OEI on a small reorg to move the FOIA function to OGC.

OGC is in the process of finalizing these and we should expect to see a signed package by early Monday at the latest.

Questions – just let me know

Thanks!

From: Schulman, Marvin
Sent: Tuesday, December 05, 2017 5:01 PM
To: Dolph, Becky <Dolph.Becky@epa.gov>
Subject: Reorg Documents

Hi Becky

The first attached document lays out the reorg process...we are roughly at slide 6 or 7 (We will need to schedule a short meeting with the SSC and with the Executive Resources Division to pull them into the loop – as this has been a close hold)

The other attachments are the various documents which together make up a reorg package and include the changes we talked through while on the phone. (please note that I did not change the dates on the file names)

If I missed something or you have any additional concerns, please let me know

Thanks!

Marvin
(202) 564-7778

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/17/2018 8:45:00 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: HOT! R9 V/V Package
Attachments: R9 Targeted Positons and Costs 7-17-18.XLSX; EPA R9 V-V Business Case 7-17-18.docx; EPA R9 FY18 VSIP Request.pdf; EPA R9 FY18 VERA Request.pdf; R9 FY18 V-V EMD Org Charts - Current & Proposed.pdf

Importance: High

Debbi,

I'm about to drop off the hardcopy package.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Roache, Brendan [Roache.Brendan@epa.gov]
Sent: 7/16/2018 12:57:08 PM
To: Remmers, Janet [Remmers.Janet@epa.gov]
CC: Smith, Susan [Smith.Susan@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: OLEM Draft V/V Package
Attachments: OLEM_OEM Business Case.docx

Hi, Janet,

Attached is the updated business case which addresses your questions.

Thank you.
Brendan Roache

From: Remmers, Janet
Sent: Friday, July 13, 2018 11:13 AM
To: Roache, Brendan <Roache.Brendan@epa.gov>
Cc: Smith, Susan <Smith.Susan@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OLEM Draft V/V Package

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548

Ex. 6 - Personal Privacy

From: Remmers, Janet
Sent: Friday, July 13, 2018 11:11 AM
To: Roache, Brendan <Roache.Brendan@epa.gov>
Cc: Smith, Susan <Smith.Susan@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OLEM Draft V/V Package

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548

aws: **Ex. 6 - Personal Privacy**

From: Hunt, Loretta
Sent: Friday, July 13, 2018 10:50 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Cc: Smith, Susan <Smith.Susan@epa.gov>; Roache, Brendan <Roache.Brendan@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: OLEM Draft V/V Package
Importance: High

Janet, forwarding for your review and comments. OLEM will be meeting with OCFO and OARM senior management soon to discuss.

Ex. 5 - Deliberative Process

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Roache, Brendan
Sent: Friday, July 13, 2018 10:09 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Smith, Susan <Smith.Susan@epa.gov>
Subject: V/V Package

Hi, Loretta and Debbi,

Attached are the draft documents that comprise the OLEM/OEM VERA/VSIP package. Can you please review to see if we are missing anything?

Ex. 5 - Deliberative Process

Thank you.

Brendan J. Roache
Division Director
OLEM-OEM-RMD
202-564-6117 w

Ex. 6 - Personal Privacy C

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 9/29/2017 3:26:14 PM
To: Parker, Gary [parker.gary@epa.gov]
Subject: Please check--
Attachments: Congressional request 9.29.17.docx

Importance: High

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 6/21/2018 7:20:13 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V for one office in OLEM
Attachments: Current Functional Statement_OEM.DOCX; OLEM_OEM_Reorg Proposal_Signed.pdf; pp-org-code-form_6_5_2018.xlsx; Proposed Functional Statement_OEM_05_21_18.docx; Staffing Plan Crosswalk_05_21_18.xlsx; Copy of Copy of Reorganizations Matrix_2010 thru 2013.xlsx

Thanks for the reply. I will suggest they do that. Debbie mentioned it when we chatted but can you please let me know how many offices are doing V/V now and any planning for it.

Also, sharing our reorg proposal for context.

Susan

Susan Smith, Director/ PMO
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

Follow OLEM on Twitter @EPALand

From: Hunt, Loretta
Sent: Thursday, June 21, 2018 2:49 PM
To: Smith, Susan <Smith.Susan@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V for one office in OLEM

Susan,

I apologize for not responding sooner.

All V/V requests are being carefully scrutinized. I strongly suggest that your senior management discuss the matter with Donna and Holly (OCFO) first to be sure the plan can move forward.

Your senior managers should be prepared to discuss the reason, numbers and timeframe.

Let me know if you have any questions or concerns.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Smith, Susan
Sent: Monday, June 11, 2018 10:24 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Boxton, Troy <Boxton.Troy@epa.gov>

Subject: V/V for one office in OLEM

Hi!

Hope you all are doing well. We have an office in OLEM that will be undergoing a reorg shortly, the Office of Emergency Management. They currently have a re-org proposal in DCR. They've worked with Marvin and Troy on the reorg proposal. They are considering requesting authority to offer a VERA/VSIP for FY2019 Q1. We'd like to start the discussion now. Should we schedule a meeting with you all?

Susan

Susan Smith, Director/ PMO
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

Follow OLEM on Twitter @EPALand



Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 1/31/2018 1:43:13 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: draft desk statement as discussed
Attachments: Desk Statement OARM OEI Reorganization 1 30 18.docx

Thanks Lynnann – since this is meant for outside parties I made a few changes. I think it gets to John's comment also.

From: Hitchens, Lynnann
Sent: Tuesday, January 30, 2018 10:30 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: draft desk statement as discussed

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

Message

From: Boxton, Troy [Boxton.Troy@epa.gov]
Sent: 8/10/2018 4:37:12 PM
To: Greening, Gary [Greening.Gary@epa.gov]; Johnson, Melissa [Johnson.Melissa@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Lee, Terry [lee.terry@epa.gov]; Larsen, Elena [Larsen.Elena@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Binder, Michael [Binder.Michael@epa.gov]
CC: Stanton, Rachel [stanton.rachel@epa.gov]
Subject: Official Stakeholder Review for Region 9 Contracts and Grants Proposed Reorganization
Attachments: R9 Grants Contracts Reorg - Signature Page.pdf; R9 Grants & Contracts Reorg Package 8-9-2018.pdf; FOR RA SIGNATURE Reorg Decision and Proposal.R9.EMD.GCB.2018.pdf; Org Code Change Request.R9.EMD.GCB.2018.pdf

Greetings,

We are submitting – Region 9 Contracts and Grants proposed reorganization to you and the other applicable stakeholders for review, and/or concurrence or non-concurrence. The projected due date is **Friday, August 24, 2018** or sooner. If no comments/responses are received by this date, we will continue to process this reorganization. If the stakeholders respond with comments, these comments will be forwarded by us and then addressed by Region 9 . We will modify the due date as applicable. If you have any questions, please feel free to contact Troy Boxton or Rachel Stanton at (202) 564-7419 or (202) 564 - 8139 or simply reply to this e-mail.

- **IMPACT**

Ex. 5 - Deliberative Process

Thanks,

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 9/6/2017 10:01:54 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: my thoughts
Attachments: Workforce Actions ver1 9 6 17.docx

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 9/7/2017 5:26:54 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Cleaned up draft for review by the group.
Attachments: Workforce Actions ver2 9 7 17.docx

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Vizian, Donna
Sent: Wednesday, September 06, 2017 6:02 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: my thoughts

Message

From: Kanet, Audrey [kanet.audrey@epa.gov]
Sent: 2/28/2018 5:49:33 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; Struble, Edward [Struble.Ed@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]
Subject: RE: Las Vegas supplemental documents
Attachments: Additional Required Information for V-V DRAFT.DOCX; EPA Las Vegas SSC and ORD Lab Shutdown Targeted Pos V-V DRAFT.XLSX



Attached are the supplemental documents for the VERA-VSIP. I still need an answer, please, to my last question:

Also,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If we do need to provide those specifics in detail in the business case, we will need additional revisions to that document.

Thank you

Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Wednesday, February 28, 2018 12:44 PM

To: Kanet, Audrey <kanet.audrey@epa.gov>

Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; Struble, Edward <Struble.Ed@epa.gov>

Subject: Re: Las Vegas supplemental documents

Just put the total number of employees since everyone is being reassigned.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

OARM/OHR/PPTD

U.S. Environmental Protection Agency

Email: hunt.loretta@epa.gov

Phone: (202)564-6963

On Feb 28, 2018, at 12:35 PM, Kanet, Audrey <kanet.audrey@epa.gov> wrote:

Loretta,

We are trying to wrap up those supplemental documents for the Las Vegas VERA/VSIP. What are you all looking for with this question:

Provide the total number of permanent employees in the agency or covered component(s) that are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation described in the business case.

Ex. 5 - Deliberative Process

Also,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If we do

need to provide those specifics in detail in the business case, we will need additional revisions to that document.

Thank you!!

<image002.png>

<image004.jpg>Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

26 Martin Luther King Dr W, Cincinnati, OH 45220

Phone: (513) 487-2098

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 4/17/2018 2:08:38 PM
To: McClendon, Michelle [McClendon.Michelle@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: EPA Responses to OMB Budget Passback Request - Suspense: Apr. 16

FYI.

From: Vizian, Donna
Sent: Monday, April 16, 2018 2:43 PM
To: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: EPA Responses to OMB Budget Passback Request - Suspense: Apr. 16

Thank you

From: Carpenter, Wesley
Sent: Monday, April 16, 2018 2:02 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: EPA Responses to OMB Budget Passback Request - Suspense: Apr. 16

Donna/John:

I submitted our VERA/VSIP & FEVS responses to OPM on the subject OMB Budget Passback Request. Please let me know if you have any questions. Thanks.

Wes

From: Carpenter, Wesley
Sent: Monday, April 16, 2018 1:59 PM
To: 'employ@opm.gov' <employ@opm.gov>
Subject: EPA Responses to OMB Budget Passback Request - Suspense: Apr. 16

OPM Representatives:

The EPA is pleased to submit its responses on the VERA/VSIP and FEVS questions that were posed to the CHCO community related to the OMB Budget Passback, which are provided below in **red-bolded text** and the associated table. Please let me know if you have any questions or need additional information. Thanks.

V/R,
Wesley J. Carpenter
Acting Director, EPA's Office of Human Resources
Tel. No.: 202-564-2019
Cell Phone: **Ex. 6 - Personal Privacy**
E-mail: carpenter.wesley@epa.gov

VERA/VSIP:

1. Any plans your agency may have to make new VERA/VSIP requests during FY18;

Ex. 5 - Deliberative Process

2. The underlying basis or need for the VERA/VSIP reshaping/reduction tool (e.g., in response to M-17-22, general strategic planning, a response to a reshaping initiative specific to an occupation or skills imbalance, and/or known and/or current budget shortfalls, etc.).

Ex. 5 - Deliberative Process

3. How your agency has used any current VERA/VSIP authorities in place, i.e., how many VERA/VSIPs have been offered and accepted should we say since April 2017?;

VERA #2017-003, expired 10/31/17

VSIP #2017-018, expired 10/31/17

VERA/VSIP	Proposed				Results	
AA/Region	Targeted	Max Offers	Restructure	Eliminate	Applied	Separated
AO	<div>Ex. 5 - Deliberative Process</div>					
OAR						
OARM						
OCFO						
OCSPP						
OECA						
OEI						
OGC						
OITA						
OLEM						
ORD						
OW						
Region 1						
Region 2						
Region 3						
Region 4						
Region 5						
Region 6						
Region 7						
Region 8						
Region 9						

Ex. 5 - Deliberative Process

4. A general description of the effectiveness of the VERA/VSIP tool in accomplishing your agency's workforce reduction objectives;

Ex. 5 - Deliberative Process

5. Any planned or anticipated need to conduct a Reduction In Force in your agency during FY18.

Ex. 5 - Deliberative Process

FEVS:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

As OPM has shared with agencies in previous guidance, we strongly urge and support agencies to thoughtfully review their FEVS results, identify themes and trends over time, prioritize areas in need of action, and move into effective implementation of action plans. This process can be challenging and it takes time. We encourage agencies to approach their action plans as living documents that should be evaluated and revised as needed, over time.

From: Santiago, Octavio J. [mailto:Octavio.Santiago@opm.gov]
Sent: Wednesday, April 04, 2018 12:49 PM
To: Brown, Alexis <Alexis.Brown2@opm.gov>
Subject: REMINDER: OMB Budget Passback Request - Suspense: Apr. 16
Importance: High

Good afternoon CHCOs:

This email is a reminder that information on two Budget Passback items is due **Monday, April 16** (see February 23 email from Octavio Santiago)—

In order to facilitate strategic human capital planning and to address items in the OMB Budget Passback, the Office of Personnel Management (OPM) is working with the Office of Management and Budget (OMB) to gather information on two areas:

- 1) Your planning and use of voluntary separation incentive payments (VSIP) and voluntary early retirement authority (VERA), and reduction in force (RIF). OPM needs this information to better assess the status of implementation, take-up rate, and effectiveness of these workforce reduction tools.
- 2) Your efforts to share Federal Employee Viewpoint Survey (FEVS) results at all internal levels, and assess component-level FEVS and organizational performance data to identify work units that would benefit from targeted intervention and action-planning.

As you gather the requested information for item #2, please consider the following bullets that may help you determine the kinds of information that should be shared.

Points to Consider While Preparing Your Response:

- Strategic approach to FEVS data dissemination
- Tools developed by your agency to facilitate FEVS data dissemination and analysis
- Training that your agency has shared with upper leadership, management, and/or employees to consider FEVS results and the application of information learned
- Tracking procedures that your agency has instituted to assess data dissemination, action planning, and growth over time
- Expectations shared with components around response to data reports
- Committees that have been formed to assist components in data analysis and action planning
- Mechanisms for components to report upward based on analysis and planning
- Reports provided to leadership

If you have any questions, please contact Alexis Brown (Alexis.Brown2@opm.gov) or join the FEV Budget Passback Request open call line (see below for more information). We look forward to learning from you in order to identify best practices and areas where assistance is needed.

FEVS Budget Passback Request Open Call Line

- Date: **Tomorrow, Thursday, April 5**
- Time: **11:00 a.m. – 11:30 a.m. (EDT)**
- Ex. 6 - Personal Privacy Participant Code: Ex. 6 - Personal Privacy

All the best!



Octavio J. Santiago, Communications Coordinator
U.S. Office of Personnel Management, Employee Services

<OMB Budget Passback Workforce Reduction ToolsApr2018 (003).docx>

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 9/7/2017 8:03:26 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: EPA Prog and Reg Business Cases Final 7-6-17 (002).docx
Attachments: EPA Prog and Reg Business Cases Final 7-6-17 (002).docx

Loretta,

When I use the attached business case, I come up with  max offers, which is different than what the offices and regions reported to us, but I know there were adjustments up until the end. If you go to the end of each office/region submission in the business case and add up max offers for VSIP, do you get ?

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 8/9/2017 9:06:09 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Safe Positions
Attachments: R6 VV Justification (w-Budget Tables) 6-30-17.docx

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Hill, Troy
Sent: Wednesday, August 09, 2017 5:01 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Safe Positions

Jerome,

Attached is the June 30th business case that has more safe positions noted including the 1301-15.

Thanks for your help on this.

Troy

From: Bonner, Jerome
Sent: Wednesday, August 09, 2017 3:56 PM
To: Hill, Troy <Hill.Troy@epa.gov>
Cc: Mick, David <Mick.David@epa.gov>; Jones, Sara <jones.sara@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; McDonald, James <McDonald.James@epa.gov>
Subject: Safe Positions

Troy,

The only reference in the R6 business case to 'safe' position pertains to attorneys? I didn't see any reference ☐ safe positions in the narrative or spreadsheet.

What am I missing?

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: 513.518.4849

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Message

From: Hill, Troy [Hill.Troy@epa.gov]
Sent: 5/22/2018 1:49:24 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Clifton, Tony [Clifton.Tony@epa.gov]; Young, Kendrick [Young.Kendrick@epa.gov]; McDonald, James [McDonald.James@epa.gov]; Jones, Sara [jones.sara@epa.gov]; Richmond, Gregory [richmond.gregory@epa.gov]
Subject: Region 6 draft 2018 V/V package
Attachments: R6 VV Justification 1b (w-Budget Tables) 5-15-18.docx; VV Numbers 5-14-18.pdf

Loretta,

Attached is Region 6's draft VERA/VSIP package we are working on. We are interested in getting some feedback on the draft package. Tony Clifton and Kendrick Young are our main contacts for this effort and please feel free to reach out to them with any questions or recommendations.

Thank you

Troy

Troy Hill
Management Division
EPA Region 6
214-665-6647
Hill.Troy@epa.gov



Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 12/6/2017 10:12:15 PM
To: Young, Debbie [young.debbie@epa.gov]; Johnston, Angela [johnston.angela@epa.gov]; Parker, Krisheena [Parker.Krisheena@epa.gov]
CC: Jablonski, Janice [jablonski.janice@epa.gov]; Alpert, Adina [Alpert.Adina@epa.gov]
Subject: Realignment between FMSD Branches

Importance: High

Good Day All,

I wanted to check in to ensure that I was on the right path to implement a realignment between the HQ Operations Branch and the HQ Services Branch in the Facilities Management Services Division in OA. As a result of the FY2017 V/V and departures, current workload, staff to supervisor ratio OA is realigning the functions of the following employee:

Ex. 6 - Personal Privacy

From the HQ Operation Branch HAAA0000 TO the HQ Services Branch HAAC0000. I would like to make this effective January 8, 2018. Please advise.

I was planning to submit a new PD cover sheet. None of their current duties are changing. Please let me know.

Maryann
Maryann Petrole, Deputy Director
Office of Administration
EPA/OARM/OA
WJC-North, 5340-X
202-564-4938 (work)

Ex. 6 - Personal Privacy

 (cell)

Message

From: Ross, Jon [Ross.Jon@epa.gov]
Sent: 9/6/2017 11:45:28 AM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: Changes needed in Sensitivity Designation Systems to Reflect last week's retirements

Jan,

Thanks for the info. We'll update the system accordingly.

Cheers,
Jon Ross
Chief of Staff
Security Management Division

([http://](#) Ex. 6 - Personal Privacy)
OARM
US EPA
Office: (202) 564-6153
Cell: Ex. 6 - Personal Privacy

From: Jablonski, Janice
Sent: Wednesday, September 06, 2017 7:26 AM
To: Ross, Jon <Ross.Jon@epa.gov>
Subject: Changes needed in Sensitivity Designation Systems to Reflect last week's retirements

Jon: the attached shows the OARM employees who separated last week as a result of the VERA/VSIP. Managers are asking that they be taken out of the system. Thanks.

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 5/24/2018 12:28:31 PM
To: Wheeler, Andrew [wheeler.andrew@epa.gov]
Attachments: Overview of EPA VERA VSIP 2014-2017 Sept2017 fin.docx; VERA VSIP.DOCX

I have additional information, but attached is a description of our VERA VSIP from last year and the history, how we conducted it, should it inform what we do further.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ryan Jackson
Chief of Staff
U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

Message

From: Drake, Kerry [Drake.Kerry@epa.gov]
Sent: 11/13/2017 3:29:55 PM
To: Wong, Melissa [Wong.Melissa@epa.gov]
CC: Lane, Vicki [Lane.Vicki@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: Re: FTE Management Strategy

Thank you! Let's plan on meeting at 10:30 after the 15s meeting.

Sent from my iPhone

On Nov 9, 2017, at 8:27 PM, Wong, Melissa <Wong.Melissa@epa.gov> wrote:

Kerry,

Attached is the FY18 FTE reduction strategy showing three scenarios, also summarized below:

	Scenario 1	Scenario 2	Scenario 3
FY17 Final FTE Allocation (Base+Reimbursables+Supplement)	Ex. 5 - Deliberative Process		
FY18 FTE (Beginning October 1, 2017)			
FY18 FTE (Projected September 30, 2018)			
Difference (FY18 Beginning FTE - FY18 Projected FTE)			
(+) External Hires			
(-) Estimated Attrition			
(-) Offer VERA/VSIP			
(-) Offer LWOP			
(-) Offer Phased Retirement			
(-) Transfer to available Reimbursable work			

We can talk on Monday. Thanks.

Melissa Wong

R9 Comptroller
Phone: 415-972-3858

From: Drake, Kerry
Sent: Wednesday, November 08, 2017 4:03 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: FW: FTE Management Strategy

This is super close hold. I'll set up a meeting tomorrow for us to coordinate.

From: Strauss, Alexis
Sent: Wednesday, November 8, 2017 3:07 PM
To: Jordan, Deborah <Jordan.Deborah@epa.gov>
Cc: Drake, Kerry <Drake.Kerry@epa.gov>
Subject: Fwd: FTE Management Strategy

Not exactly a template, but we can make this work.

Kerry, early next week, can you prepare data on FY2018 attrition/ separation/ known retirements to date?

Not sure how dire OCFOs allocation may be ,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If the Senate is more generous, this exercise will become less useful.

Begin forwarded message:

From: Vizian, Donna" <Vizian.Donna@epa.gov>

Date: November 8, 2017 at 2:57:53 PM PST

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Subject: FTE Management Strategy

Hi Everyone,

Attached is the draft template to collect your strategy for managing to the interim FTE level. Please send any comments by COB Monday. It would be helpful if you share with the group so everyone can read before our discussion on Tuesday.

Enjoy the long weekend.

Best,
Donna

<FY18 FTE Reduction Strategy November 9 2017.pdf>

Message

From: Drake, Kerry [Drake.Kerry@epa.gov]
Sent: 1/6/2018 12:13:52 AM
To: Lane, Vicki [Lane.Vicki@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]; Bielenberg, Ben [Bielenberg.Ben@epa.gov]
Subject: Close hold.
Attachments: FTE Management Strategy R9 Revised.docx

Kerry J. Drake
Acting Assistant Regional Administrator
U.S. EPA, Region 9
75 Hawthorne, EMD-1
San Francisco, CA 94105
Office: (415) 947-4157
Cell: Ex. 6 - Personal Privacy

Message

From: Choy, Connie [Choy.Connie@epa.gov]
Sent: 7/27/2018 11:13:22 PM
To: Bonner, Jerome [Bonner.Jerome@epa.gov]; Jones, Sara [jones.sara@epa.gov]
CC: Fox, Diane [fox.diane@epa.gov]; Morwessel, Barb [Morwessel.Barb@epa.gov]; Drake, Kerry [Drake.Kerry@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Acquisti, Heidi [Acquisti.Heidi@epa.gov]; Lee, Andrea [Lee.Andrea@epa.gov]; Matthews, Mary [Matthews.Mary@epa.gov]
Subject: R9's draft grants/contracts reorganization package for your review
Attachments: 20180727 DRAFT R9.EMD.GCB.2018 - Proposal-StaffPlan-OrgChg-OrgCharts-FuncStmts.pdf

Hello Jerome and Sara -

Attached is Region 9's latest draft of the proposed reorganization of our Grants & Contracts Branch. The reorganization package is almost ready for signature and submittal to HQ, pending Cincinnati SSC's completion of the classification of two new positions, a GS-15 supervisory contract specialist and a GS-14 team leader contract specialist. Before we send the package to HQ, we want you to have an opportunity to review it. The attached package includes:

- Reorganization Proposal
- EPA Organization Code Change Request Form
- Staffing Plan Crosswalk Form
- Current and Proposed Organizational Charts
- Current and Proposed Functional Statements

Please review and let us know if you have any questions; we can discuss them at our regularly scheduled teleconference with the Cin-SSC on Tuesday, July 31st. Jerome, if there are no questions, please sign page 3 of the Reorganization Proposal and return a scanned copy of the *signed page only* to me by email.

Thank you -

Connie Choy

Connie Choy
Management & Program Analyst
Regional Directives Coordinator
Acting Regional Training Officer

U.S. Environmental Protection Agency, Region 9
Human Capital & Planning Office
75 Hawthorne Street, EMD-2
San Francisco, CA 94015
Office: 415-972-3644
Email: choy.connie@epa.gov

Message

From: Drake, Kerry [Drake.Kerry@epa.gov]
Sent: 7/24/2018 11:57:56 PM
To: Jordan, Deborah [Jordan.Deborah@epa.gov]; Strauss, Alexis [Strauss.Alexis@epa.gov]; Miller, Amy [Miller.Amy@epa.gov]; Adams, Elizabeth [Adams.Elizabeth@epa.gov]; Valentine, Stephanie [Valentine.Stephanie@epa.gov]; Johnson, Kathleen [Johnson.Kathleen@epa.gov]; TROMBADORE, CLAIRE [Trombadore.Claire@epa.gov]; Scott, Jeff [Scott.Jeff@epa.gov]; Barhite, Steven [Barhite.Steven@epa.gov]; Manzanilla, Enrique [Manzanilla.Enrique@epa.gov]; Lyons, John [Lyons.John@epa.gov]; Torres, Tomas [Torres.Tomas@epa.gov]; Gullatt, Kristin [Gullatt.Kristin@epa.gov]; Quast, Sylvia [Quast.Sylvia@epa.gov]; Busterud, Gretchen [Busterud.Gretchen@epa.gov]; Zito, Kelly [ZITO.KELLY@EPA.GOV]; Glenn, William [Glenn.William@epa.gov]
CC: Lane, Vicki [Lane.Vicki@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: Fwd: VERA/VSIP Talking Points for Managers to Provide Early Heads Up to Employees in VERA/VSIP Pool
Attachments: R9 FY18 V-V Talking Points - Individual Meetings 07-24-18.docx; ATT00001.htm

Dear SMT,

I apologize for the double emails. Now we can also provide early notice to our ESC employees in addition to NTEU, as I advised you earlier. Note the last sentence of the attachment added for ESC.

Thanks,
Kerry

Sent from my iPhone

Begin forwarded message:

From: "Lane, Vicki" <Lane.Vicki@epa.gov>
Date: July 24, 2018 at 4:37:11 PM PDT
To: "Gullatt, Kristin" <Gullatt.Kristin@epa.gov>, "Barhite, Steven" <Barhite.Steven@epa.gov>, "Glenn, William" <Glenn.William@epa.gov>, "Zito, Kelly" <ZITO.KELLY@EPA.GOV>, "Angelich, Michelle" <Angelich.Michelle@epa.gov>, "TROMBADORE, CLAIRE" <Trombadore.Claire@epa.gov>
Cc: "Jordan, Deborah" <Jordan.Deborah@epa.gov>, "Drake, Kerry" <Drake.Kerry@epa.gov>, "Wong, Beatrice" <wong.beatrice@epa.gov>
Subject: VERA/VSIP Talking Points for Managers to Provide Early Heads Up to Employees in VERA/VSIP Pool

Greetings Deputies,

While we are waiting for the approval to offer VERA/VSIP in Region 9, please use the attached talking points to give employees in the VERA/VSIP Pool. Normally, you would have to issue an invitation to let the union know you were going to meet on this topic. However, I've spoken with Brent and Mark and they are fine with you speaking with employees without the official notice to the union. In response to Mark's request, I added the last sentence: If you have any questions, you may contact your union representative.

Any HR questions, please contact me.
Regards, Vicki 2-3827

Message

From: Acquisti, Heidi [Acquisti.Heidi@epa.gov]
Sent: 8/2/2017 2:00:16 PM
To: Drake, Kerry [Drake.Kerry@epa.gov]; Wills, Craig [wills.craig@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Lee, Andrea [Lee.Andrea@epa.gov]
CC: Stahl, Elizabeth [Stahl.Elizabeth@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: RE: R9 Critical Position Request - hire EPA Wide - Grants Specialist GS-13
Attachments: R9 Request Critical Positions GS 13 Grants Specialist.docx

Hi Kerry,

[REDACTED] I printed the form and provided it to Andrea. Andrea will work with Vicki on completing the bottom portion of the form and obtaining RA/DRA signature.

Elizabeth – you can move the recruit action forward and by the time it gets to Andrea, she will have the form signed and can send the action to LV SSC.

From: Drake, Kerry
Sent: Tuesday, August 01, 2017 2:45 PM
To: Acquisti, Heidi <Acquisti.Heidi@epa.gov>; Wills, Craig <wills.craig@epa.gov>
Cc: Stahl, Elizabeth <Stahl.Elizabeth@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: RE: R9 Critical Position Request - hire EPA Wide

Here's the form. I'm assuming that Serena has already briefed Alexis and Deborah, but am copying Michelle to confirm. Please feel free to edit/suggest edits as you see fit.

From: Acquisti, Heidi
Sent: Tuesday, August 1, 2017 9:54 AM
To: Wills, Craig <wills.craig@epa.gov>; Drake, Kerry <Drake.Kerry@epa.gov>
Cc: Stahl, Elizabeth <Stahl.Elizabeth@epa.gov>
Subject: R9 Critical Position Request - hire EPA Wide

Hi Craig,

I wasn't sure if Vicki sent you the form that you needed to get approval from Alexis/Deborah to recruit outside of R9 and go EPA wide for your GMS GS-13, so I am following up and sending it to you. I understand that Elizabeth is holding the recruit action and now that V/V has closed we can move forward.

Heidi Acquisti
Human Resources Specialist – Cube 13446
Recruitment and Position Classification Liaison
U.S. EPA Region 9 San Francisco
(415) 972-3836
(415) 947-8024 - Fax

Message

From: Powelson, Jack [Powelson.Jack@epa.gov]
Sent: 6/27/2017 6:45:52 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
Subject: FW: VERA/VSIP Meeting

Importance: High

Hi Vicki

Can you please respond to Dan's concerns. Thanks
Jack

From: Shane, Dan
Sent: Tuesday, June 27, 2017 11:37 AM
To: Powelson, Jack <Powelson.Jack@epa.gov>
Cc: Shane, Dan <Shane.Dan@epa.gov>
Subject: FW: VERA/VSIP Meeting
Importance: High

Hi Jack,

Who at EPA would I talk to about my gripe with the Region 9 VERA/VSIP policy. Obviously, I would like to take advantage of the buy-out since I am near retirement. As I understand it, the reason for offering employees the buy-out is to meet the reduction in labor force quota for the Region and to reduce costs by a reduction in high salary employees. The Region wants to do this in a way that minimizes impacts to the Divisions, programs, management to staff ratios, etc. As a senior employee, I qualify as a reduction in labor force and as a high salary employee. In addition, my early retirement would have little impact on the Division, Section and OSC Corps (including standby duty responsibilities).

John Lyons reasoning for listing only two positions in SFD to be offered the buy-out is inherently unfair and inaccurate. Harry Allen has hired 3 new OSCs, Amanda Pease, Jeremy Johnstone and Eric Nuchins. They have in effect backfilled my OSC position already. As I understand it the next OSCs to retire (dates uncertain) are Chris Weden and Donn Zuroski. As you can see there are more than sufficient numbers of Region 9 OSCs to do the emergency and site work under the restraints of the new administration and to perform special duties such as spill phone and response duty.

Please call me at 650-969-7443 to discuss.

Thanks,

Dan

From: Shane, Dan
Sent: Thursday, June 22, 2017 5:10 PM
To: Powelson, Jack <Powelson.Jack@epa.gov>
Subject: Fwd: VERA/VSIP Meeting

I see by the table there is only one OSC position in SFD. I know Chris Weden is retiring and he may have seniority over me. Does this mean that even if I applied for the buy-out I would not get it? This seems very unfair since I have more seniority (35+ years) than most employees in Region 9.

Sent from my iPhone

Begin forwarded message:

From: "Meer, Daniel" <Meer.Daniel@epa.gov>

Date: June 22, 2017 at 3:42:20 PM PDT

To: "Cook, Anna-Marie" <Cook.Anna-Marie@epa.gov>, "Lee, Barbara" <Lee.Barbara@epa.gov>, "Bazley, Greg" <Bazley.Greg@epa.gov>, "Robberson, Bill" <Robberson.Bill@epa.gov>, "Black, Ned" <Black.Ned@epa.gov>, "Moxley, Bret" <Moxley.Bret@epa.gov>, "Temple, Celeste" <Temple.Celeste@epa.gov>, "Reiner, Chris" <Reiner.Chris@epa.gov>, "Weden, Christopher" <Weden.Christopher@epa.gov>, "Cook, Anna-Marie" <Cook.Anna-Marie@epa.gov>, "Benson, Craig" <Benson.Craig@epa.gov>, "Steiner, Cyntia" <Steiner.Cyntia@epa.gov>, "Shane, Dan" <Shane.Dan@epa.gov>, "Zuroski, Donn" <Zuroski.Donn@epa.gov>, "Weber, Fe" <Weber.Fe@epa.gov>, "Allen, HarryL" <Allen.HarryL@epa.gov>, "Henry, Karen" <Henry.Karen@EPA.GOV>, "Hiatt, Gerald" <Hiatt.Gerald@epa.gov>, "MUSANTE, JASON" <Musante.Jason@epa.gov>, "Deyoe, Jeremy" <deyoe.jeremy@epa.gov>, "Johnstone, Jeremy" <Johnstone.Jeremy@epa.gov>, "Jones, bill" <jones.bill@epa.gov>, "Lawrence, Kathryn" <Lawrence.Kathryn@epa.gov>, "Richman, Lance" <Richman.Lance@epa.gov>, "Levine, Herb" <Levine.Herb@epa.gov>, "Samolis, Mark" <Samolis.Mark@epa.gov>, "Rogow, Michelle" <Rogow.Michelle@epa.gov>, "Nuchims, Eric" <nuchims.eric@epa.gov>, "Guria, Peter" <Guria.Peter@epa.gov>, "Powell, Martin" <Powell.Martin@epa.gov>, "Proboszcz, Angie" <Proboszcz.Angie@EPA.GOV>, "Wise, Robert" <Wise.Robert@epa.gov>, "Serda, Sophia" <Serda.Sophia@epa.gov>, "Calanog, Steve" <Calanog.Steve@epa.gov>, "Stralka, Daniel" <Stralka.Daniel@epa.gov>, "Dunkelman, Tom" <Dunkelman.Tom@epa.gov>, "Waldon, MARGARET" <Waldon.Margaret@epa.gov>, "Wetmore, Cynthia" <Wetmore.Cynthia@epa.gov>

Cc: "Lyons, John" <Lyons.John@epa.gov>, "Manzanilla, Enrique" <Manzanilla.Enrique@epa.gov>

Subject: VERA/VSIP Meeting

For those of you following the VERA/VSIP process, here is a summary of the meeting that Alexis and Debbie held today, from 1430 to 1530. They provided a bit more detail than in previous meetings.

In the second week in July an email will be sent to all people who are eligible for the early out, informing you that you are eligible and asking for you to submit an application if you are interested.

The application process is on-line. The suggestion is to apply early if you are eligible and interested **because a tie will go to the earlier application**. The preference order is strictly seniority but if there is a tie, the earlier application wins.

Vicki Lane and Jack Powelson in HR are available for consultation and know a lot about the process. Jack in particular is a font of knowledge about retirement planning.

The R9 package includes 23 positons, about 3% of our workforce; the Agency's package totals 1228 positions.

The breakdown of the R9 positions is as follows. The reason that the Enforcement Division's number is that OECA is a very payroll heavy organization and other offices have had to bail them out with payroll dollars in the past. So they have to cut staff in order to balance out their payroll.

NUMBER OF POSITIONS	DIVISION/OFFICE	GS LEVEL	POSITION CLASSIFICATION
1	OPA	14	MANAGER
1	EMD	14	MANAGER
1	EMD	13	EPS?

1	ORA	11	ADMINISTRATIVE
3	WD	7/8	ADMINISTRATIVE – ONE POSITION AT THE GS-7 AND TWO AT THE GS-8
2	ED	14/15	NON SUPERVISORY
9	ED	12/13	5 EPS; 2 ESs; 2 EEs
1	SFD	14	NON SUPERVISORY
2	SFD	13	1 OSC, 1 RPM
2	ORC	14/15	1 GS-14, 1 GS-15

Daniel A. Meer, Assistant Director
Superfund Division
Emergency Response, Preparedness and Prevention Branch
415.972.3132 (O)

Ex. 6 - Personal Privacy (C)

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 11/13/2017 6:27:30 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
Subject: FTE Management Strategy
Attachments: FY18 FTE Reduction Strategy November 9 2017.pdf

Ex. 6 - Personal Privacy

From: Wong, Melissa
Sent: Thursday, November 9, 2017 8:28 PM
To: Drake, Kerry <Drake.Kerry@epa.gov>
Cc: Lane, Vicki <Lane.Vicki@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: Re: FTE Management Strategy

Kerry,

Attached is the FY18 FTE reduction strategy showing three scenarios, also summarized below:

	Scenario 1	Scenario 2	Scenario 3
FY17 Final FTE Allocation (Base+Reimbursables+Supplement)	Ex. 5 - Deliberative Process		
FY18 FTE (Beginning October 1, 2017)			
FY18 FTE (Projected September 30, 2018)			
Difference (FY18 Beginning FTE - FY18 Projected FTE)			
(+) External Hires			
(-) Estimated Attrition			
(-) Offer VERA/VSIP			

(-) Offer LWOP
(-) Offer Phased Retirement
(-) Transfer to available Reimbursable work

Ex. 5 - Deliberative Process

We can talk on Monday. Thanks.

Melissa Wong

R9 Comptroller
Phone: 415-972-3858

From: Drake, Kerry
Sent: Wednesday, November 08, 2017 4:03 PM
To: Lane, Vicki <Lane.Vicki@epa.gov>; Wong, Melissa <Wong.Melissa@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: FW: FTE Management Strategy

This is super close hold. I'll set up a meeting tomorrow for us to coordinate.

From: Strauss, Alexis
Sent: Wednesday, November 8, 2017 3:07 PM
To: Jordan, Deborah <Jordan.Deborah@epa.gov>
Cc: Drake, Kerry <Drake.Kerry@epa.gov>
Subject: Fwd: FTE Management Strategy

Not exactly a template, but we can make this work.

Kerry, early next week, can you prepare data on Fy2018 attrition/ separation/ known retirements to date?

Not sure how dire OCFOs allocation may be , am expecting: **Ex. 5 - Deliberative Process** If the Senate is more generous, this exercise will become less useful.

Begin forwarded message:

From: Vizian, Donna" <Vizian.Donna@epa.gov>
Date: November 8, 2017 at 2:57:53 PM PST
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Subject: FTE Management Strategy

Hi Everyone,

Attached is the draft template to collect your strategy for managing to the interim FTE level. Please send any comments by COB Monday. It would be helpful if you share with the group so everyone can read before our discussion on Tuesday.

Enjoy the long weekend.

Best,
Donna

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 7/24/2018 8:58:48 PM
To: Husby, Peter [Husby.Peter@epa.gov]; James, Duane [James.Duane@epa.gov]; McNaughton, Eugenia [McNaughton.Eugenia@epa.gov]; Mann, Michael [Mann.Michael@epa.gov]; WARREN, CARL [Warren.Carl@epa.gov]; Beer, Warren [Beer.Warren@epa.gov]; OQuinn, Charles [OQuinn.Charles@epa.gov]; Truong, Carolyn [Truong.Carolyn@epa.gov]
CC: Drake, Kerry [Drake.Kerry@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: Pre-VERA/VSIP Talking Points (Manager to Staff)
Attachments: R9 FY18 V-V Talking Points - Individiaul Meetings 07-23-18.docx

Managers who have NTEU covered employees may use the attached talking points to give your employees a heads up that the FY18 VERA/VSIP approval is coming soon.

I need to talk to Mark Sims before you can talk to ESC covered positions. I'll let you know when that has been completed.

Regards, Vicki 2-3827

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 5/22/2017 5:36:04 PM
To: Wong, Melissa [wong.melissa@epa.gov]; Meltzer, Kathy [meltzer.kathy@epa.gov]
Subject: Confidential - R9 Budget Calculations for FY17 VERA/VSIP
Attachments: VERA-VSIP Region 9 Submittal 10-23-2012.pdf; EPA Region 9 VERA VSIP package.pdf; R9 VERA VSIP Major Themes by Appropriation.xlsx; R9 V-V Business Case Checklist.docx

Hi Melissa and Kathy,

Please look at the DRAFT R9 V-V Business Case document prepared to date. The last page requires us to complete Table A – Direct Costs for VERA/VSIP and Table B – Estimated Savings for FY18 & FY19. The final submission is due this Wednesday, May 24. I've provided you copies of the FY13 and FY14 Tables for your reference. There are notes that may help you determine what should be covered. Please call me if you have any questions. Thank you.

Regards, Vicki 2-3827

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 5/5/2017 6:52:56 PM
To: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [jordan.deborah@epa.gov]
CC: McIlwain, Serena [McIlwain.Serena@epa.gov]
Subject: Revised R9 VERA/VSIP Themes
Attachments: R9 VERA-VSIP FY17 Draft 5-4-17.docx

Hi Alexis,

Here's the revised R9 VERA/VSIP Themes. Please let Serena know if you're ok with sending this forward to Donna.

Regards, Vicki 2-3827

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 5/5/2017 6:03:33 PM
To: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [jordan.deborah@epa.gov]
Subject: Revised R9 VERA/VSIP Themes
Attachments: R9 VERA-VSIP FY17 Draft 5-4-17.docx

Hi Alexis,

Deborah and I spoke last night. She indicated that for this week, we should be broad in describing themes. I placed the attached revision on your desk. I'm working on additional edits. Call me to discuss your changes.

Vicki 2-3827

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 5/15/2018 4:48:36 PM
To: TROMBADORE, CLAIRE [Trombadore.Claire@epa.gov]
CC: Johnson, Kathleen [Johnson.Kathleen@epa.gov]
Subject: RE: ENF Post FY18 VERA/VSIP Plans

We don't have [REDACTED] position in the FY18 VERA/VSIP Plan.

From: TROMBADORE, CLAIRE
Sent: Tuesday, May 15, 2018 8:36 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Johnson, Kathleen <Johnson.Kathleen@epa.gov>
Subject: Re: ENF Post FY18 VERA/VSIP Plans

We have 3 positions. A GS14 non-supervisory [REDACTED] coordinator position- it can be backfilled at a lower grade), GS15 non supervisory position [REDACTED] Enforcement coordinator position, it can be backfilled at a lower grade or work can be shifted to deputy or other GS-15 with n division), and management and program analyst GS-13 [REDACTED] current position can be backfilled at a lower grade). I will be on travel until TH. I will have to get back to you with more details then. I do not want V/V offers to cause us major backfill issues so let's discuss later this week. Copying Kathleen.

Claire Trombadore
Acting Deputy Director
Enforcement Division
U.S. EPA Region 9, ENF-1
75 Hawthorne Street
San Francisco, CA 94105
415-972-3013
trombadore.claire@epa.gov

On May 14, 2018, at 6:37 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Claire,

The Enforcement Division has 2 positions in the FY18 VERA/VSIP Plan. For each positions, I need to know if you plan to do any of the following:

- a. Abolish the position and not backfill
- b. Restructure the position and backfill. If so, what is the proposed position title and hiring grade level and the full promotion potential (FPL) for the position?

1. Environmental Protection Specialist, GS-028-15 – FPL GS-15
2. Management & Program Analyst, GS-343-13 – FPL GS-13

Call if you have any questions.

Regards, Vicki 2-3827



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

April 17, 2017

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Reforming the Federal Government and Reducing the Workforce

FROM: Michael P. Flynn
Acting Deputy Administrator

TO: General Counsel
Assistant Administrators
Inspector General
Chief Financial Officer
Chief of Staff
Associate Administrators
Regional Administrators

On April 12, 2017, the Office of Management and Budget issued a memorandum that provides guidance on implementing a comprehensive plan for reforming the federal government and reducing the workforce. The guidance requires the following four deliverables by June 30, 2017:

1. Draft Agency Reform Plan;
2. Draft Agency FY 2018 – 2022 Strategic Plan;
3. Draft Workforce Reduction Plan; and
4. Plan to Maximize Employee Performance.

Final plans for the first three are due in September with the OMB budget submission. The guidance outlines a number of different requirements and speaks to the interrelationships between the different plans.

A workgroup recently was formed to begin scoping out an approach to developing an Agency Reform Plan. The April 12 OMB memorandum also addresses the requirement issued earlier to reduce the size of the federal workforce. While this memorandum ends the government-wide hiring freeze, each agency must determine based on its situation if a hiring freeze should continue.

Given our resource situation, we will continue a freeze on external hiring. Very limited exceptions to this external hiring freeze may be permitted on a case-by-case basis with approval

by the Acting Deputy Administrator. Internal reassignments may proceed where appropriate, but Senior Resource Official approval will be required if the reassignment is across NPMs or regions.

The OMB guidance also requires all agencies to begin taking immediate actions on near-term workforce reductions. In light of this guidance, we will begin the steps necessary to initiate an early out/buy out (VERA/VSIP) program. Our goal is to complete this program by the end of FY 2017.

I appreciate your patience as we work through the details of the guidance and will work with you as we move forward.

cc: Administrator
Deputy Assistant Administrators
Deputy Regional Administrators
Assistant Regional Administrators

Message

From: Logan, Shanita [logan.shanita@epa.gov]
Sent: 2/12/2018 11:22:55 PM
To: Lee, Terry [lee.terry@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Monson, Mahri [Monson.Mahri@epa.gov]
CC: Lindo, Talitha [lindo.talitha@epa.gov]
Subject: RMOs Front Office Budget Briefing.pptx
Attachments: RMOs Front Office Budget Briefing.pptx

Hi Mahri

Attached is RMOs updated budget presentation for Matt. We would like to pre-brief Kevin on the content prior to scheduling a briefing with Matt. RMO is schedule to meet with Kevin on Wednesday and I am forwarding the deck for Kevin's binder.

Thanks
Shanita Logan
OGC-SBO
202-564-0227

Message

From: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
Sent: 5/23/2017 9:22:04 PM
To: Minoli, Kevin [Minoli.Kevin@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]
CC: Lattimore, Kraig [lattimore.kraig@epa.gov]
Subject: DRAFT VERA/VSIP Business Case
Attachments: Business Case - 2017 VERA-VSIP.docx

Importance: High

Hello Kevin and Elise.

Attached is the draft write-up for the two OGC positions targeted for the VERA and VSIP authority. We will be completing the write-up tomorrow but wanted your feedback on this draft.

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office

Ex. 6 - Personal Privacy mobile

Message

From: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
Sent: 5/23/2017 7:30:38 PM
To: Lattimore, Kraig [lattimore.kraig@epa.gov]
Subject: OGC Business Case - see attached - can we talk
Attachments: Business Case - 2017 VERA-VSIP.docx

Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office

Ex. 6 - Personal Privacy mobile

Message

From: Hope, Brian [Hope.Brian@epa.gov]
Sent: 8/29/2018 5:15:54 PM
To: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
CC: White, Elizabeth [white.elizabeth@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Peppins, Felicia [Peppins.Felicia@epa.gov]; Cortes, Emilio [Cortes.Emilio@epa.gov]
Subject: OEX Reorg Docs
Attachments: Current Function Statement.OEX.5.2018.doc; Current Organization Chart.OEX.5.2018.docx; Org Code Form.OEX.8.2018.xlsx; Proposed Function Statement.OEX DMB.8.2018.doc; Proposed Function Statement.OEX IAB.5.2018.doc; Proposed Function Statement.OEX IO.8.2018.doc; Proposed Organization Chart.OEX.8.2018.docx; Reorganization Proposal.OEX.8.2018.doc; Staffing Plan Crosswalk.OEX.8.2018.xlsx; Title Change Proposal.OEX.5.2018.doc

Helena –

Attached is the complete document set, revised per our conversation this morning. Thanks again for all your support on this.

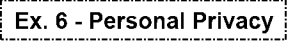
- Brian

Brian T. Hope
Deputy Director
Office of the Executive Secretariat
Office of the Administrator
(202) 564-8212

Message

From: DeBell, Kevin [debell.kevin@epa.gov]
Sent: 11/6/2017 6:54:57 PM
To: Miles, Ramona [Miles.Ramona@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]
Subject: Reorg Docs
Attachments: 2017 10 10 OA OCI Reorg Proposal.docx; 2017 10 12 OA OCI Decision Memo.doc; 2017 10 31 OCI GS 13 EPA Lean Coach PD.DOCX; 2017 10 31 OCI GS 14 EPA Lean Coach PD.DOCX; 2017 10 31 OCI GS 15 EPA Lean Coach PD.DOCX; 2017 10 31 OSEM Current Functional Statement.doc; 2017 10 31 OSEM OCI Proposed Functional Statement.doc; 2017 11 06 OCI GS 14 EPA Lean Training Coordinator PD.DOCX

Thanks!

Kevin M. DeBell, Ph.D.
Special Assistant to the Assistant Deputy Administrator and Chief of Operations
U.S. Environmental Protection Agency
Office of the Administrator
1200 Pennsylvania Avenue NW
William Jefferson Clinton Building North, Room 3313 (MC1101A)
Washington, DC 20460
o 202 566 1931
c  Ex. 6 - Personal Privacy
debell.kevin@epa.gov

I'm always open to feedback on my performance and service. Please provide your comments here:
<https://www.surveymonkey.com/r/debellfeedback>. Your comments will be provided to me anonymously.

Message

From: Peppins, Felicia [Peppins.Felicia@epa.gov]
Sent: 8/2/2018 5:27:59 PM
To: Patterson, Nicole [Patterson.Nicole@epa.gov]; Perry, Corey [Perry.Corey@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Boxton, Troy [Boxton.Troy@epa.gov]; Hope, Brian [Hope.Brian@epa.gov]; Maher, Karen [Maher.Karen@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
CC: Eng, Connie [Eng.Connie@epa.gov]
Subject: FW: Draft OEX Reorg Docs
Attachments: Current Function Statement.OEX.5.2018.doc; Current Organization Chart.OEX.5.2018.docx; Proposed Function Statement.OEX IAB.5.2018.doc; Proposed Function Statement.OEX IO.5.2018.doc; Proposed Organization Chart.OEX.7.2018.docx; Reorganization Proposal.OEX.5.2018.doc; Staffing Plan Crosswalk.OEX.7.2018.xlsx

Hello,

Attached are the draft reorganization documents for the Office of the Executive Secretariat/Office of the Administrator for your review. Karen Maher's assistant will be sending you a meeting request to discuss next steps for the OEX reorg. Please let me know if you have any questions or concerns. Thanks.

Message

From: McCluney, Lance [McCluney.Lance@epa.gov]
Sent: 6/30/2017 10:18:37 PM
To: Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Benton, Michael [benton.michael@epa.gov]
Subject: VERA/VSIP
Attachments: AO VERA VISA Business Case 2 FINAL 30JUN17.docx; Estimated Savings Table_v3.xlsx

Hello All,

Attached are updated VERA/VSIP files.

Thanks,
Lance

Lance O. McCluney
Assistant Director, Resource Management Staff
Office of Administrative and Executive Services
Office of the Administrator
202-564-2944
mccluney.lance@epa.gov

Message

From: Lesperance, Twanna [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0E84AB860E2D40DCA5087448FC2621EB-TERRELL, TWANNA]
Sent: 10/5/2017 3:44:13 PM
To: Debell, Kevin [debell.kevin@epa.gov]
CC: Miles, Ramona [Miles.Ramona@epa.gov]
Subject: reorg-proposal-form OCI.docx
Attachments: reorg-proposal-form OCI.docx

Hello Kevin,

Attached is the last version of the draft we used to discuss the re-org with you. Please feel free to reach out to me or Ramona if you have any questions that will help assist you in finalizing the package.

Thanks also for agreeing to do this.

Respectfully,

*Twanna Lesperance, Assistant Director, AMS, PMO
Office of Administrative and Executive Services
Office of the Administrator, EPA
202-564-0419 (Desk)
lesperance.twanna@epa.gov*

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 3/29/2018 2:00:07 PM
To: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]
Subject: FW: Edited final VERA-VSIP Business Case
Attachments: V-V Business Case OECA 6-30-17 budget.docx

We have only filled behind one position, non-attorney. We lost only two attorneys are will be attempting to backfill one who was in a supervisory position but we don't expect SSC approval. In the previous buyout, several offices did not include attorneys as they anticipated a need to backfill.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

Message

From: Smith, Veronica [Smith.Veronica@epa.gov]
Sent: 3/6/2018 5:00:41 PM
To: Denmark, Christina [Denmark.Chris@epa.gov]
CC: Pointer, Shereta [Pointer.Shereta@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]
Subject: RE: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description

Greetings,

What is the status of the subject draft position description? The program office would like an update.

Regards,

Veronica

From: Smith, Veronica
Sent: Friday, February 23, 2018 4:49 PM
To: Denmark, Christina <Denmark.Chris@epa.gov>
Cc: Pointer, Shereta <Pointer.Shereta@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Thomas, Ollie (thomas.ollie@epa.gov) <thomas.ollie@epa.gov>
Subject: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description
Importance: High

Greetings,

As promised, this message is a follow-up to our earlier phone-con. Attached is one classified draft copy, of a restructured Supervisory Attorney Advisor, GS-0905-15 (Branch Chief) position description for OSRE. For historical purposes, I've also included a copy of the original position description from their previous incumbent, Ex. 6 - Personal Privacy This position is being restructured as a result of VERA/VSIP. Once approved, the position will be recruited.

If you have any questions or concerns, please contact me.

Enjoy the Balance of Your Day!

Cheers,

Veronica

Veronica Smith

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance | Office of Administration and Policy
1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460
smith.veronica@epa.gov | 202-564-2313 (T) | 202-501-0017 (F)

Message

From: Starfield, Lawrence [Starfield.Lawrence@epa.gov]
Sent: 12/6/2017 9:20:46 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Swack, David [Swack.David@epa.gov]; Bodine, Susan [bodine.susan@epa.gov]
Subject: Interim FTE plan - OECA
Attachments: Managing FTE Levels Template OECA 12-6-17.docx

Donna,

Attached is OECA's plan for managing to our assigned Interim FTE level. Please let SRO Mark Badalamente, PMO Laura Milton, or me know if you have any questions.

Thanks.

Larry

Larry Starfield
Acting Assistant Administrator
Office of Enforcement and Compliance Assurance

Message

From: Starfield, Lawrence [Starfield.Lawrence@epa.gov]
Sent: 12/6/2017 6:19:50 PM
To: Swack, David [Swack.David@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: Draft Template for Achieving Interim FTE Targets
Attachments: Managing FTE Levels Template OECA 12-6-17.docx

I had a couple of minor comments. Let me know if you're OK with these changes, and if so, I'll send it to Donna.

Thanks for your good work on this.

Larry

This message is CONFIDENTIAL, and may contain legally privileged information. If you are not the intended recipient, or believe you received this communication in error, please delete it immediately, do not copy, and notify the sender. Thank you.

From: Swack, David
Sent: Wednesday, December 06, 2017 9:51 AM
To: Starfield, Lawrence <Starfield.Lawrence@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Draft Template for Achieving Interim FTE Targets

Larry,

Attached is our draft plan for reaching the interim FTE targets provided by OARM/OCFO. Let us know if you'd like to discuss or have comments/questions. I don't see anything in the template about where this goes next, but I would think having it come from you to Donna Vizian and David Bloom would be appropriate. Thanks,

David

Message

From: Swack, David [Swack.David@epa.gov]
Sent: 12/6/2017 2:51:28 PM
To: Starfield, Lawrence [Starfield.Lawrence@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: Draft Template for Achieving Interim FTE Targets
Attachments: Managing FTE Levels Template OECA 12-6-17.docx

Larry,

Attached is our draft plan for reaching the interim FTE targets provided by OARM/OCFO. Let us know if you'd like to discuss or have comments/questions. I don't see anything in the template about where this goes next, but I would think having it come from you to Donna Vizian and David Bloom would be appropriate. Thanks,

David

Message

From: Swack, David [Swack.David@epa.gov]
Sent: 12/4/2017 6:38:52 PM
To: Milton, Laura [Milton.Laura@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]
Subject: RE: Interim FTE target plan
Attachments: Managing FTE Levels Template OECA 12-4-17.docx

This adds in that Program Analyst hire (for a total of [redacted] hires). Let me know if you see any other needed changes. Does Larry need to send directly to Donna Vizian?

From: Milton, Laura
Sent: Monday, December 04, 2017 12:48 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Swack, David <Swack.David@epa.gov>
Subject: RE: Interim FTE target plan

I looked last week and think it's close to what we'll end up with. To make numbers add, we should add [redacted] program analyst for CID. That then matches our [redacted] hires, consistent with our current working draft hiring plan.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Badalamente, Mark
Sent: Monday, December 04, 2017 11:46 AM
To: Swack, David <Swack.David@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Interim FTE target plan

Our plan is due this Friday. Larry would like it by Wednesday so he can review. I think the last version looked good – but should be reviewed in the context of the hiring discussions we've been having with the ODs to make sure it is consistent.

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: [redacted]

Ex. 6 - Personal Privacy

Message

From: Smith, Veronica [Smith.Veronica@epa.gov]
Sent: 2/23/2018 9:49:23 PM
To: Denmark, Christina [Denmark.Chris@epa.gov]
CC: Pointer, Shereta [Pointer.Shereta@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]
Subject: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description
Attachments: Supervisor Attorney Advisor GS-0905-15_ Patricia Mott_VERA-VSIP.pdf; Supervisory Attorney Advisor GS-0905-15_Regional Coordination Branch_Restructured Position_OSRE Draft_V.S.pdf

Importance: High

Greetings,

As promised, this message is a follow-up to our earlier phone-con. Attached is one classified draft copy, of a restructured Supervisory Attorney Advisor, GS-0905-15 (Branch Chief) position description for OSRE. For historical purposes, I've also included a copy of the original position description from their previous incumbent, Ex. 6 - Personal Privacy This position is being restructured as a result of VERA/VSIP. Once approved, the position will be recruited.

If you have any questions or concerns, please contact me.

Enjoy the Balance of Your Day!

Cheers,

Veronica

Veronica Smith

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance | Office of Administration and Policy
1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460
smith.veronica@epa.gov | 202-564-2313 (T) | 202-501-0017 (F)


Message

From: Swack, David [Swack.David@epa.gov]
Sent: 11/28/2017 7:58:10 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]
CC: Milton, Laura [Milton.Laura@epa.gov]
Subject: FW: Hiring Strategy Template - 2nd Attempt
Attachments: Managing FTE Levels Template final draft - OECA.docx

This is what I had sent to you and Laura. I'm not sure I ever saw it after this. Not sure if Larry wound up sending it in – I don't think I ever saw an email to that effect.

From: Swack, David
Sent: Thursday, November 16, 2017 2:16 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Warren, JohnM <Warren.JohnM@epa.gov>
Subject: Hiring Strategy Template - 2nd Attempt

All,

Here's a new version using the updated template they provided today. As mentioned, I changed some of the numbers and the descriptions. Also attempted a cut at the impacts piece they added. It looks like they no longer have the request for the program projects for the new hires, so I took that out. The numbers by job title are guesstimates from Laura's spreadsheet – I'm sure those will need to be changed (I tried to get the number to land in the  range that we use earlier). Let me know what you think.

David

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 11/7/2017 3:18:27 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Correct – everyone – EVERYONE – went into the V/V with their eyes open as to the scope of our offering, with the understanding that straight backfills would not be possible.

From: Milton, Laura
Sent: Tuesday, November 07, 2017 8:51 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Do you know what he mean by saying “Recall that we did not offer this position up as one we would have offered the buyout to” – we offered to all non-1811’s/non-SES/non-SL employees.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Badalamente, Mark
Sent: Tuesday, November 07, 2017 8:47 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Current status means where you are now – occupied positions, on-board staffing levels which show organizational sizes, supervisory ratios, and grade structures.

From: DeLeon, Rafael
Sent: Tuesday, November 07, 2017 8:42 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Re: Request to Restructure VERA/VSIP Position (2X)

Mark

Not sure what "current status" means but yes, we have a "plan."

We want to restructure our Branch Chief position along the lines we proposed. The restructuring is consistent with the Vera/vsip guidelines. In the absence of OECA saying we are consciously reducing managerial positions, or manager to staff ratios, then we consider our Branch Chief position to be a significant part of our management team. Recall that we did not offer this position up as one we would have offered the buyout to.

Similarly, our deputy division director position has been vacant for over two years. We have helped other sister offices and OECA by making Ex. 6 - Personal Privacy available to now two separate offices. It has caused disruption and uncertainty and numerous transitions in in our own office.

To assist RSD and PPED with implementing the superfund task force recommendations we are offering two 120 day details for two attorneys. We have the fte and resources to covers them.

Last, to further strengthen pos, we plan to internally reassign an existing analyst to pos. This has no impact on osre or OECA.

I see you set up a meeting for Thursday at 3pm. Cyndy and I have two conflicts with this time. We would like you ton change it, however, if you don't we will figure out how to cover it.

Thank you.

Sent from my iPhone

On Nov 7, 2017, at 7:38 AM, Badalamente, Mark <Badalamente.Mark@epa.gov> wrote:

I set up a meeting for next week to talk with everyone about post VERA/VSIP plans in the current budget environment.

Does OSRE have an overall plan for your current status and intended near term staffing actions?

From: DeLeon, Rafael
Sent: Monday, November 06, 2017 10:22 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Mark

Following up. Waiting on a response...thx.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
202 564-5110 (Office Line)
202 564-4899 (Direct Line)
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From: DeLeon, Rafael
Sent: Tuesday, October 31, 2017 4:07 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>

Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

Mark

When can we meet to discuss the OAP process for evaluating hiring post V/V?

Thanks.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
202 564-5110 (Office Line)
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From: Starfield, Lawrence
Sent: Tuesday, October 31, 2017 9:37 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

OAP has a process for evaluating hiring post V/V – please work with Mark on that.

Larry

From: DeLeon, Rafael
Sent: Monday, October 30, 2017 5:08 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: Request to Restructure VERA/VSIP Position

Mark

Cyndy asked me to forward you the attached request to restructure OSRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)

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Message

From: Swack, David [Swack.David@epa.gov]
Sent: 11/15/2017 3:04:10 PM
To: Milton, Laura [Milton.Laura@epa.gov]; Warren, JohnM [Warren.JohnM@epa.gov]
Subject: Strategy for Managing FTE Levels - 1st Cut
Attachments: Managing FTE Levels Template rev.docx

Laura/John,

Just to get us started, here's a rough first cut at the template we'll be submitting to OCFO. Just wanted to have something on paper that we could add to/edit as we continue the discussion.

David

Message

From: Mackey, Cyndy [Mackey.Cyndy@epa.gov]
Sent: 1/3/2018 10:44:13 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]
CC: Milton, Laura [Milton.Laura@epa.gov]; DeLeon, Rafael [Deleon.Rafael@epa.gov]; Patterson, Kenneth [Patterson.Kenneth@epa.gov]; Pointer, Shereta [Pointer.Shereta@epa.gov]; Gardner, Monica [Gardner.Monica@epa.gov]
Subject: Updated Request to Restructure VERA/VSIP Position
Attachments: OSRE RSD BCRESTRUCTURE MEMO Jan 3 2018.docx

Mark

As we discussed, OSRE would like to proceed with the restructuring of the OSRE RSD Branch Chief position. I have attached an updated, shortened version of the request that Rafael previously submitted to you on October 30, 2017. Please let us know if this memo is sufficient or if there is an alternate format or form that should be submitted to clear the VERA/VSIP hurdle for this position.

Shereta will also work with Laura to get the final recruitment information together, including the new PDs, for your approval.

Please let us know if further information or additional help is needed from us to get the recruitment for the OSRE RSD Branch Chief approved.

Thanks for your help.

Cyndy Mackey

Director, Office of Site Remediation Enforcement
EPA-Office of Enforcement and Compliance Assurance (Mail Code-2271A)
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Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 12/19/2017 7:37:53 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Showman, John [Showman.John@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Swack, David [Swack.David@epa.gov]; Bodine, Susan [bodine.susan@epa.gov]
Subject: RE: Interim FTE plan - OECA

Donna –

Larry and I have discussed the feedback from the Board. After carefully reviewing our plan in light of the comments from the Board we still feel that our plan, including our intention to conduct limited external hiring and the assumptions that led us to that conclusion, is sound.

Ex. 5 - Deliberative Process

Starting FTE level (9/25/17 on boards)	Expected attrition rate	Post attrition FTE level	Interim FY18 FTE Target	Net hiring capacity
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Ex. 5 - Deliberative Process

Our plan provides for

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me or Larry know if you or the Board have additional questions or if you would like to discuss any aspect of our plan.

Thanks,
Mark

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency

William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Thursday, December 14, 2017 2:00 PM
To: Starfield, Lawrence <Starfield.Lawrence@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Swack, David <Swack.David@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>
Subject: RE: Interim FTE plan - OECA

Larry – thank you for submitting your plan. The Board met yesterday and would like some clarification on your attrition rate and plan to backfill.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process Thanks in advance for the clarification.

Best,
Donna

From: Starfield, Lawrence
Sent: Wednesday, December 06, 2017 4:21 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Showman, John <Showman.John@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Swack, David <Swack.David@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>
Subject: Interim FTE plan - OECA

Donna,

Attached is OECA's plan for managing to our assigned Interim FTE level. Please let SRO Mark Badalamente, PMO Laura Milton, or me know if you have any questions.

Thanks.

Larry

Larry Starfield
Acting Assistant Administrator
Office of Enforcement and Compliance Assurance

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 10/31/2017 1:46:21 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: FW: Request to Restructure VERA/VSIP Position

From: Starfield, Lawrence
Sent: Tuesday, October 31, 2017 9:37 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

OAP has a process for evaluating hiring post V/V – please work with Mark on that.

Larry

From: DeLeon, Rafael
Sent: Monday, October 30, 2017 5:08 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: Request to Restructure VERA/VSIP Position

Mark

Cyndy asked me to forward you the attached request to restructure Ex. 5 - Deliberative Process SRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
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Message

From: DeLeon, Rafael [DeLeon.Rafael@epa.gov]
Sent: 10/30/2017 9:08:24 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]
CC: Mackey, Cyndy [Mackey.Cyndy@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Patterson, Kenneth [Patterson.Kenneth@epa.gov]
Subject: Request to Restructure VERA/VSIP Position
Attachments: BCRESTRUCTUREv2.docx

Mark

Cyndy asked me to forward you the attached request to restructure one of the four OSRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
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Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 8/17/2017 2:55:11 PM
To: Milton, Laura [Milton.Laura@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]
Subject: v/v
Attachments: 2017 VERA-VSIP roster.xlsx

Here's the updated chart. The responses from the offices are on the "implementation" tab. It reflects all v/v application withdrawals to date.

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673


Mobile: Ex. 6 - Personal Privacy

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 9/1/2017 1:04:55 PM
To: Milton, Laura [Milton.Laura@epa.gov]
CC: Warren, JohnM [Warren.JohnM@epa.gov]; Swack, David [Swack.David@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]
Subject: RE: Final OECA VERA-VSIP
Attachments: 2017 VERA-VSIP roster.xlsx

Here's my full file with office, series, restructure/eliminate info.

From: Milton, Laura
Sent: Friday, September 01, 2017 8:24 AM
To: Johnston, Angela <johnston.angela@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Pritchard, Sonya <pritchard.sonya@epa.gov>
Cc: Warren, JohnM <Warren.JohnM@epa.gov>; Swack, David <Swack.David@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: Final OECA VERA-VSIP

Unless someone dropped out late last night and I haven't gotten the notification from Sue yet, attached is the final list of our  employees separating under the V-V. We are in the process of determining which positions will be eliminated, which will be restructured and, of those restructured, which may be filled external to OECA. This should happen quickly.

We will need guidance re some of the immediate needs re supervisory positions. If a position will be eliminated due to likely other organizational changes that may be forthcoming, how should we handle that? There will still be, for example, a branch of people who need a branch chief for the near term. My understanding is that we are not able to detail into vacated positions unless they are restructured. Is there some sort of interim measure we can take?

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 8/16/2017 1:36:16 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: V/V
Attachments: 2017 VERA-VSIP roster.xlsx

Oops. Use this one – I forgot to update the table showing the number by office, by series.

From: Milton, Laura
Sent: Wednesday, August 16, 2017 9:24 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: V/V

Yes, I think so. I will print a copy for both of us. FFEO didn't have anyone so they're not included. Do you need one for OAP?

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Badalamente, Mark
Sent: Wednesday, August 16, 2017 9:21 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Subject: V/V

Have we received eliminate/restructure templates from everyone?

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile:

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Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 8/16/2017 1:31:05 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: V/V
Attachments: 2017 VERA-VSIP roster.xlsx

No need – I just merged them all into my master spreadsheet. Look under the “implementation” tab.

From: Milton, Laura
Sent: Wednesday, August 16, 2017 9:24 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: V/V

Yes, I think so. I will print a copy for both of us. FFEO didn't have anyone so they're not included. Do you need one for OAP?

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Badalamente, Mark
Sent: Wednesday, August 16, 2017 9:21 AM
To: Milton, Laura <Milton.Laura@epa.gov>
Subject: V/V

Have we received eliminate/restructure templates from everyone?

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: Ex. 6 - Personal Privacy

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 8/22/2017 7:32:44 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: v/v spreadsheet
Attachments: 2017 VERA-VSIP roster.xlsx

Here's the updated version of the charts.

Mark Badalamente
Director, Office of Administration and Policy
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile:

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Message

From: Warren, JohnM [Warren.JohnM@epa.gov]
Sent: 6/30/2017 5:48:31 PM
To: Terris, Carol [Terris.Carol@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]
CC: Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Swack, David [Swack.David@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: OECA's VERA/VSIP Business Case
Attachments: V-V Business Case OECA 6-30-17.docx

Carol,

I have attached OECA's VERA/VSIP business case for your review. Please let me know if you have any questions.

John

Message

From: Wooden-Aguilar, Helena [Wooden-Aguilar.Helena@epa.gov]
Sent: 6/7/2017 7:27:46 PM
To: Milton, Laura [Milton.Laura@epa.gov]; McCray, Deborah [Mccray.Deborah@epa.gov]; Pointer, Shereta [Pointer.Shereta@epa.gov]
CC: Wingard, Phyllis [Wingard.Phyllis@epa.gov]
Subject: RE: I heard.....

OMG!

From: Milton, Laura
Sent: Wednesday, June 07, 2017 2:16 PM
To: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>; McCray, Deborah <Mccray.Deborah@epa.gov>; Pointer, Shereta <Pointer.Shereta@epa.gov>
Cc: Wingard, Phyllis <Wingard.Phyllis@epa.gov>
Subject: RE: I heard.....

To include Shereta. This is on our agenda for tomorrow. I don't have any concrete details unfortunately. All of OECA's non -1811 positions were included in OECA's VERA/VSIP so, theoretically, we are otherwise completely frozen. The SSCs sent messages to their client offices asking for us to identify actions that should not be processed. They will send me a list of everything pending. We went back and forth this morning a little and the general message is that people need to stay put in their positions of record right now. I am hoping that OC's BC will go through but I don't expect much other movement in the next two months.

There was subsequent guidance (and by guidance, I mean a one sentence message to "first assistants") indicating that details may be implemented only if critical and no temporary promotions at all. Career ladder promotions are not frozen. I heard there was another one-liner a short while ago saying this freeze went into effect as of Donna's message yesterday but Larry hasn't forwarded that yet.

I just got back from a two hour discussion among the PMOs and it's clear that there's no real guidance or direction because we all have different buyout scopes but are all asking the same questions.

V-V requires employees to be in their positions for 30 days prior to the date of the Agency's request for buyout authority so that's the basis. My understanding is that we froze before the last buyout too but I don't remember that.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Wooden-Aguilar, Helena
Sent: Wednesday, June 07, 2017 1:35 PM
To: McCray, Deborah <Mccray.Deborah@epa.gov>
Cc: Wingard, Phyllis <Wingard.Phyllis@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Re: I heard.....

Thank you!

Helena Wooden-Aguilar
Director
Resource Management Staff
Office of Criminal Enforcement, Forensics and Training
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 - Personal Privacy (mobile)
wooden-aguilar.helena@epa.gov

On Jun 7, 2017, at 12:06 PM, McCray, Deborah <Mccray.Deborah@epa.gov> wrote:

Yep, heard it all yesterday. Of course my management freaked. Laura is trying to get specifics before everyone overreacts.

Debbie

From: Wingard, Phyllis
Sent: Wednesday, June 07, 2017 11:44 AM
To: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Cc: Milton, Laura <Milton.Laura@epa.gov>; McCray, Deborah <Mccray.Deborah@epa.gov>
Subject: RE: I heard.....

Okay – interesting things are happening around here. ☺

Phyllis Wingard

Director, Resource Management Staff
Office of Compliance, OECA
RM 5144A WJC South
Phone: 202-564-1312 / Email: wingard.phyllis@epa.gov

From: Wooden-Aguilar, Helena
Sent: Wednesday, June 07, 2017 11:42 AM
To: Wingard, Phyllis <Wingard.Phyllis@epa.gov>
Cc: Milton, Laura <Milton.Laura@epa.gov>; McCray, Deborah <Mccray.Deborah@epa.gov>
Subject: Re: I heard.....

Well they could be wrong but supposedly the message went out yesterday so I would check in with your OD. The original message Kendra forwarded was from Donna Viz.

Helena Wooden-Aguilar
Director
Resource Management Staff
Office of Criminal Enforcement, Forensics and Training
U.S. Environmental Protection Agency
202-564-0792 (office)
Ex. 6 - Personal Privacy (mobile)
wooden-aguilar.helena@epa.gov

On Jun 7, 2017, at 11:41 AM, Wingard, Phyllis <Wingard.Phyllis@epa.gov> wrote:

I haven't heard any of this, we're about to release a detail. Didn't realize positions were identified in the VERA/VSIP package???

Phyllis Wingard

Director, Resource Management Staff

Office of Compliance, OECA

RM 5144A WJC South

Phone: 202-564-1312 / Email: wingard.phyllis@epa.gov

From: Wooden-Aguilar, Helena

Sent: Wednesday, June 07, 2017 11:39 AM

To: Milton, Laura <Milton.Laura@epa.gov>; McCray, Deborah
<Mccray.Deborah@epa.gov>; Wingard, Phyllis <Wingard.Phyllis@epa.gov>

Subject: I heard.....

I heard from my bosses that Kendra sent an email to the OD's yesterday stating that all details/etc were frozen if the positions being detailed were put forth in the Vera VSIP.

Helena Wooden-Aguilar

Director

Resource Management Staff

Office of Criminal Enforcement, Forensics and Training

U.S. Environmental Protection Agency

202-564-0792 (office)

Ex. 6 - Personal Privacy (mobile)

wooden-aguilar.helena@epa.gov

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 6/28/2017 11:52:52 AM
To: Milton, Laura [Milton.Laura@epa.gov]
CC: Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: Retirement session slides
Attachments: SUPERVISOR QUICK REFERENCE GUIDE TO EMPLOYEE BENEFITS (Vegas-Cinti).docx; Benefits Training for Supervisors - June 2017 (LV & CIN).pptx; VERA VSIP Overview - June 2017 (SM).pptx; FedHR Navigator Presentation (Vegas-Cinti).pptx; Retirement Preparation Presentation - DC June 2017.pptx; VV Webinar Flyer 2017.docx

Good morning Laura,

I have attached the 4 presentations along with the Supervisors Quick Reference Guide that the Benefits staff provided during our briefings last week.

Also attached is the Schedule, URL and call in number for the VERA/VSIP Overview that the Cincinnati Shared Service Center will be providing on Tuesdays and Thursday over the next month.

Additionally, you may also want to provide employees with the contact information to the Cincinnati Shared Service Center.

Benefits Common Line: 513-569-7699

Benefits Email: CIN_HRSSC_Benefits_Central@epa.gov

Please let me know if you have any questions or need any additional information.

Thank you Laura. Have a great day!

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Milton, Laura
Sent: Wednesday, June 28, 2017 6:50 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Subject: Retirement session slides

Hi, Thank you for sending the VERA-VSIP training slides. Our staff is very interested in getting the ones from the retirement session too (and any others that you may have). I think they were going to be sent to attendees but I'd like to send them out more broadly if that's okay.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov



VERA/VSIP Overview

June 2017

Presented by: Elaine Jimenez / Sue Marroso / Crystal Pouch / Cheryl Thomas
June 2017

This presentation is to provide the viewer with general information regarding retirement under a VERA/VSIP. In addition to the VERA/VSIP overview, the presentation will also provide general information about optional retirement and some frequently asked questions.

Contact information will be provided within the presentation for the Cincinnati, Las Vegas and Research Triangle Park Shared Service Centers within the agency.

2/23/2020

VERA / VSIP

VERA – Voluntary Early Retirement
Authority

VSIP – Voluntary Separation Incentive Payment

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VERA stands for Voluntary Early Retirement Authority – this is also sometimes referred to as an early-out. A VERA allows employees that are currently not otherwise eligible for retirement to retire.

VSIP stands for Voluntary Separation Incentive Payment – this is also sometimes referred to as a buy-out. VSIP is the money that is paid to employees that elect to separate from their agency.

For the remainder of the presentation we will use the terms VERA and VSIP.

2/23/2020

Eligibility

- Notification of VERA/VSIP opportunities will be provided by Program/Regional Offices.
- Specifics of VERA/VSIP will be identified in correspondence sent to employees.
- If your application is approved, you will be provided with the necessary paperwork, instructions on how to proceed and timelines for submission of your paperwork.

Eligibility for a VERA/VSIP.

Once approval from the Office of Personnel Management has been received for a VERA/VSIP, notification will be provided to employees in writing from their program or regional office.

Specifics of the VERA/VSIP, which will include information such as the approved employee categories, the dates of the application period, how to apply and the effective date of the separation window will be provided in the communication sent to employees.

Your servicing Shared Service Center will review your application and notify you of your eligibility and the next steps that are needed.

2/23/2020

General Eligibility for VERA

1. Meet the minimum civilian service requirement which is 5 years of creditable civilian service;
2. Meet the minimum age and service requirements

Age 50 with at least 20 years of creditable service
OR
Any age with at least 25 years of creditable service;
3. Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

There is general eligibility that is required for a VERA. You are eligible for the VERA if you meet the following criteria.

1. You must meeting the minimum civilian service requirement which is 5 years of creditable civilian service.

The 5 years of creditable service means is that you must have worked at least 5 years in federal service. You cannot have made a military deposit for any of these 5 years.

As an example, you cannot have been working in the federal government for 1 year and then have completed a military deposit for 4 years to make your 5 years of service.

2. You must meet the minimum age and service requirements, which are age 50 with at least 20 years of creditable service OR be any age with at least 25 years of creditable service.

3. You have been continuously employed by the agency for at least 31 days before the date your regional or program office initially requested approval from the Office of Personnel Management (OPM) for a VERA.

2/23/2020

General Eligibility for VERA (con't)

4. Hold a position that is not a time-limited appointment;
5. Have not received a final removal decision based upon misconduct or unacceptable performance;
6. Hold a position covered by the agency's VERA; and;
7. Retire under the VERA option during the agency's VERA window.

4. You are serving under an appointment without time limitation.
5. You have not received a final removal decision based on misconduct or unacceptable performance.
6. You are serving in a position covered by your regional or program office's VERA offer.
7. You must retire under the VERA option during the agency's VERA window.

2/23/2020

General Eligibility for VSIP

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer;
5. Separate by the date determined by the agency.

There is also general eligibility for the incentive payment.

1. You are eligible for a VSIP if you are serving under an appointment without time limitation.
2. You have been currently employed by the Federal Government for a continuous period of at least three years.
3. You are serving in a position covered by your regional or program office's VSIP offer.
4. You apply for and receive approval for a VSIP from the agency making the VSIP offer.
5. You separate by the separation date determined by the agency.

2/23/2020

Employees Excluded from VSIP

- Reemployed annuitants;
- Those who are or would be eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or unacceptable performance;
- Previously received any VSIP from the Federal Government;

(continued on next slide)

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An employee is not eligible for a VSIP if any of the following criteria applies.

If you are a reemployed annuitant.

If you have a disability such that you are, or would be eligible for disability retirement.

If you have received a decision notice of involuntary separation for misconduct or unacceptable performance.

If you have previously received a VSIP from the federal government. You can only receive one separation incentive during your Federal Career.

2/23/2020

Employees Excluded from VSIP

(continued from previous slide)

- Are on transfer employment with another organization and covered by statutory reemployment rights;
- During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
- During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
- During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

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If you are on a transfer employment with another organization and covered by statutory reemployment rights.

If you performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid.

If you performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid.

And, if you performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid.

2/23/2020

Lump Sum Payment Under VSIP

Eligible employees accepting the VSIP will receive the
LESSER of two amounts:

- \$25,000 **OR**
- The equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

Eligible employees accepting the VSIP will receive the LESSER of two amounts.

They will receive \$25, 000 OR the equivalent of the amount that the employee would be entitled to receive under involuntary separation severance pay rules.

2/23/2020

Severance Pay Computation

- ※ For severance pay, an employee is entitled to one week of basic pay for each year of service up to the first 10 years, plus 2 weeks basic pay for each year of service beyond 10 years.
- ※ In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that an employee is over age 40.
- ※ The maximum amount of severance pay is one years salary.

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The Severance Pay Computation is as follows:

An employee is entitled to receive one week of basic pay for each year of service up to the first 10 years of service, plus 2 weeks of basic pay for each year of service beyond 10 years.

In addition, an age adjustment allowance of 2.5% is added for each full quarter of a year that the employee is over age 40.

The maximum amount of severance pay is one years salary.

The severance pay calculation comes in to play more often when an employee is resigning their position, however your servicing Shared Service Center will compute the severance pay to determine the lesser of the two amounts.

2/23/2020

Separation Incentive

- ✧ The MAXIMUM amount that EPA can pay for each buy-out is \$25, 000 (gross).
- ✧ The net amount that you receive will be LOWER after appropriate taxes, social security and Medicare deductions are subtracted.
- ✧ A VSIP payment can also be garnished for child support, alimony and debts.

The maximum amount that the agency can pay for each buy out is \$25,000 (gross).

GENERALLY.....The \$25,000 is the lesser payment unless the employee has not been with the Federal government very long.

The net amount of the incentive payment received will be lower after appropriate taxes, Social Security and Medicare deductions are withheld.

An incentive payment can also be garnished for child support, alimony or other debts.

2/23/2020

Separation Incentive

IMPORTANT INFORMATION

If you return to the Federal Government within 5 years of the payment of your Separation Incentive you will owe the VSIP payment back to the agency that made you the payment.

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This is EXTREMELY IMPORTANT INFORMATION to know regarding a VSIP. If you return to the Federal Government within 5 years of the payment of your Separation Incentive, you will owe the VSIP payment back to the agency that made you the payment.

You will owe the entire gross amount back to the agency, not just the net amount that you received.

2/23/2020

Phased Retirement and VERA/VSIP

- An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP.
- An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.
- An employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

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Phased Retirement and VERA/VSIP.

An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP consistent with the agency's VSIP authority and any eligibility criteria in 5 U.S.C. Chapter 35, Subchapter II, and 5 CFR part 576.

An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.

An employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

2/23/2020

Retirement Systems

CSRS - Civil Service Retirement System

**CSRS Offset - Civil Service Retirement System
Offset**

FERS - Federal Employees Retirement System

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There are three retirement systems that are available. We will be discussing information regarding each of the retirement systems.

The Civil Service Retirement System is referred to as CSRS.

The Civil Service Retirement System Offset which is referred to as CSRS Offset or Offset.

And the Federal Employees Retirement System referred to as FERS.

2/23/2020

Retirement Income

- CSRS – Retirement income consists of an annuity payment from the Office of Personnel Management (OPM).
- CSRS Offset – Annuity payment from OPM and monthly benefit from Social Security when eligible.
- FERS – Annuity from OPM (including possible supplement);
Social Security when eligible;
Thrift Savings Plan

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Your retirement income under CSRS consists of a monthly annuity payment from the Office of Personnel Management, which is referred to as OPM.

Your retirement income under CSRS Offset consists of a monthly annuity payment received from OPM and a monthly benefit from Social Security when you are eligible. The retiree will receive a full CSRS annuity until age 62, when the offset takes place, whether or not the retiree begins to receive their Social Security benefit or not.

Your retirement income under the FERS retirement system comes from three separate sources. You will receive a monthly annuity from OPM which may include a FERS supplement if you are eligible; you will also receive a monthly annuity from Social Security when you are eligible and thirdly, you will also be able to draw an income from the Thrift Savings Plan (TSP).

2/23/2020

CSRS and Offset - VERA

- Age 50 with 20 years of federal service **OR** any age with 25 years of federal service.
- 2% permanent reduction for each year under age 55 at the time of retirement.

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The age and service requirements for a VERA under the CSRS and CSRS Offset retirement systems are as follows. You can be age 50 with at least 20 years of federal service OR any age with at least 25 years of federal service.

If you are under CSRS or CSRS Offset and elect to take the VERA but are under the regular age requirement which is 55, you will take a PERMANENT REDUCTION to your annuity. The reduction is 2% per year for each year that you are under age 55 at the time of your retirement. The amount of the reduction is prorated by each month that you are under age 55. As an example, if you retire at age 54 ½ at the time of your retirement, the reduction would be 1% because you are 6 months less than the age requirement.

Under CSRS, your annuity is calculated at approximately 2% of your high 3 average salary for each year of Federal Service. Generally your last 3 years of service are your highest 3 years of earnings.

2/23/2020

Age and Years of Service Requirements for Optional Retirement CSRS and Offset

- ✧ Age 62 with 5 years (must be civilian service; not military)
- ✧ Age 60 with 20 years
- ✧ Age 55 with 30 years

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There are age and service requirements that must be met by all employees to apply for an optional retirement.

For CSRS and CSRS Offset employees, the age and service requirements are as follows.

Age 62 with 5 years of creditable service,
Age 60 with 20 years of creditable service,
Age 55 with 30 years of creditable service.

In all retirement options, the 5 years must be civilian service.

CSRS or CSRS Offset employees who transferred into FERS are considered FERS employees and will follow FERS age and years of service requirements.

2/23/2020

FERS - VERA

- Age 50 with 20 years of federal service **OR** any age with 25 years of federal service.
- No reduction in your annuity if are under age 55 unless you have a CSRS component.

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The FERS requirements for a VERA are age 50 with 20 years of federal service OR any age with 25 years of federal service.

Unlike CSRS, there is not a reduction in your annuity if you are under age 55 unless you have a CSRS component in your calculation.

Under FERS, your annuity is calculated at 1% of your high 3 average salary for each year of Federal Service. Generally your last 3 years of service are your highest 3 years of earnings.

If you are age 62 or older with at least 20 years of Federal Service your annuity is calculated at 1.1% of your high 3 average salary.

The annuities for Law Enforcement Officers (LEO's) are calculated at a different percentage because they contribute more to the retirement system.

If you are a FERS employee with a CSRS component (meaning you have a portion of your annuity calculated under CSRS) and you are under age 55, the CSRS component of your annuity will be calculated based on the age reduction as discussed earlier.

2/23/2020

Age and Years of Service Requirements for Optional Retirement FERS

- Age 62 with 5 years (must be civilian service; not military)
- Age 60 with 20 years
- MRA (minimum retirement age) with 30 years
- MRA (minimum retirement age) + 10 years

19

There are service and age requirements that must be met by all employees to apply for retirement.

Employees covered under the Federal Employees Retirement System (FERS) must meet the following criteria:

Be at least age 62 with 5 years of federal service,
Be at least age 60 with 20 years of federal service,
Minimum Retirement Age (MRA) with 30 years of federal service, or
Minimum Retirement Age (MRA) with 10 years of federal service.

An employee's minimum retirement age is based on the year that they were born and can range between age 55 and 57. The chart on the next slide will display the minimum retirement age based on the year that you were born.

In all retirement options, the 5 years must be civilian service.

2/23/2020

Minimum Retirement Age (FERS)

If you were born	Your MRA is
Before 1948	55
In 1948	55 and 2 months
In 1949	55 and 4 months
In 1950	55 and 6 months
In 1951	55 and 8 months
In 1952	55 and 10 months
In 1953–1964	56
In 1965	56 and 2 months
In 1966	56 and 4 months
In 1967	56 and 6 months
In 1968	56 and 8 months
In 1969	56 and 10 months
In 1970 and after	57

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FERS employees retiring under the MRA+10 will have a 5% reduction for every year under age 62. This is a permanent reduction to your annuity.

Civil Service or Offset employees who transferred into FERS are considered FERS employees and will follow FERS age and years of service requirements.

The chart displayed here identifies the Minimum Retirement Age (MRA) that an employee under FERS can retire in conjunction with the years of service required.

As an example, someone born in 1966 has a minimum retirement age of age 56 years and 4 months.

Please take a moment to review the chart and identify your MRA.

2/23/2020

SICK LEAVE CREDIT

- ※ Hours of unused sick leave are converted into years, months and days and are then added to your years, months and days of service time.
- ※ Annuities are calculated on years and months of service (including sick leave). Any excess days are not included in the calculation.
- ※ Sick leave hours cannot be used to meet eligibility for retirement, but are included in the computation of the annuity.

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At the time of retirement, hours of unused sick leave are converted to years, months and days and are then added to your years, months and days of service. Your monthly annuity is calculated and paid on years and months of service. Anything in the days conversion is not used in the monthly retirement calculation and are forfeited upon retirement.

An 8 hour day of sick leave is not equivalent to a day in the calculation formula.

A day is equivalent to 5.83 hours of sick leave.

There is a sick leave conversion chart on OPM's webpage at www.opm.gov

Sick leave hours cannot be used to meet eligibility for retirement, however sick leave is used in the computation of the annuity.

2/23/2020

CSRS - Cost of Living Adjustment COLA

- CSRS and Offset annuities are adjusted for inflation each year.
- The amount of the COLA is based on the annual increase in the Consumer Price Index.
- When a COLA is given, it is for the previous year that was just completed and is prorated based on how long you were retired in that year.

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CSRS and CSRS Offset annuities are adjusted for inflation each year. The Cost of Living Adjustment is referred to as a COLA.

The amount of the COLA is based on the annual increase in the Consumer Price Index.

When a COLA is given, it is for the previous year that was just completed and is prorated based on how long the employee was retired in that year. The COLA runs from December of a given year until the following November. As an example, if someone retires at the end of December and there is a COLA in January, the retiree is not entitled to the COLA because it was for the year prior thru November and the employee was not retired during that year. A COLA is prorated based on when the employees retirement was in the preceding year.

2/23/2020

FERS – Cost of Living Adjustment COLA

- Except for disability retirees, a FERS annuity is NOT adjusted for inflation before age 62.
- At age 62, the annuity is adjusted by the FERS inflation index, which is the change in the Consumer Price Index minus 1%. Often referred to as a “Diet Cola”.
- If the Consumer Price Index is less than 2%, retiree receives the entire amount of increase.

23

FERS retirees and the Cost of Living Adjustment.

Except for disability retirees, a FERS annuity is NOT adjusted for inflation before the retiree is age 62.

At age 62, the annuity is adjusted by the FERS inflation index, which is the change in the Consumer Price Index minus 1%. This is also referred to as a “Diet Cola”.

If the Consumer Price Index is less than 2% for any given year, the retiree then receives the entire amount of the increase.

2/23/2020

FERS Annuity Supplement

- ※ FERS employees who retire under age 62 AND are entitled to an immediate unreduced, non-disability annuity will receive a supplement to their annuity from the Office of Personnel Management until age 62.
- ※ The supplement stops at age 62 no matter if the retiree files for Social Security or not.
- ※ The supplement is calculated based on the Social Security benefit earned during FERS service only.

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The FERS Annuity Supplement is an amount that OPM pays to FERS employees who retire at their minimum retirement age (MRA), who retire under age 62 AND are entitled to an immediate unreduced, non-disability annuity. The supplement to a retiree's annuity from the Office of Personnel Management is paid until age 62.

The supplement stops at age 62 no matter if the retiree files for their Social Security benefit or not.

Active duty MILITARY SERVICE in which a deposit was made under FERS is not used in the annuity supplement calculation.

A quick way to compute your FERS supplement estimate is take your number of years of FERS SERVICE only and divide it by 40. This will give you a percentage. That percentage is the percent of the amount that the Social Security Administration (SSA) indicates that you will receive at age 62.

When asking your servicing office to prepare an annuity estimate for you and you are a FERS employee, it is in your best interest to provide the office with a copy of your most recent SSA statement so that your supplement estimate will be calculated as close as possible. Otherwise your supplement estimate will run too high.

Employees Social Security statements are no longer mailed to your home address, but are available at the Social Security Website which is www.socialsecurity.gov/mystatement

2/23/2020

FERS Supplement

- Supplement is subject to earnings test.
- It is reduced if you earn more than the exempt amount of earnings in the preceding year.
- Earnings limit for 2017 is \$16,920
- Supplement is reduced by \$1.00 for every \$2.00 of earnings over the minimum level.

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Like Social Security Benefits, your FERS retirement supplement is subject to an earnings test.

It is reduced if you earn more than the exempt amount of earnings in the immediately preceding year.

Your FERS supplement is reduced by \$1.00 for every \$2.00 of earnings over the minimum level.

The earnings limit for 2017 is \$16,920.

The earnings limit for 2016 was \$15,720.

It is possible that your supplement could reduce to \$0 – HOWEVER, your FERS basic benefit will not be reduced.

If you are receiving a supplement, you must report any earned Social Security your earnings to OPM. You will receive instructions on how to report your earnings when it is required.

2/23/2020

FERS Supplement and VERA

IMPORTANT INFORMATION

**Under a VERA, the supplement
does NOT begin until the retiree
reaches their Minimum Retirement
Age (MRA)**

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This is extremely important information regarding the FERS Supplement and employees that accept a VERA.

Under a VERA, the FERS supplement does NOT begin until the retiree reaches their Minimum Retirement Age (MRA).

2/23/2020

Benefits Information

27

We will now spend some time going over benefit information in retirement and how retirement and a VERA can potentially effect some of your benefits.

2/23/2020

Federal Employees Health Benefits

- To continue Federal health insurance into retirement, employees must generally meet a requirement of being enrolled in the Federal Employees Health Benefits Program for at least 5 years prior to retirement, or since their first opportunity to enroll.
- Otherwise, the employee must request that OPM waive the 5 year participation requirement.

28

Federal Employees Health Benefits (FEHB).

To continue Federal health insurance into retirement, employees must generally meet the requirement of being enrolled in the Federal Employees Health Benefits Program for at least 5 consecutive years prior to retirement, or since their first opportunity to enroll. You do not have to be enrolled in the same plan for 5 years prior to retirement but just be continually enrolled in health benefits. You could have switched plans each year for the 5 years prior.

If you are married to another federal employee and are covered under their FEHB plan, this will satisfy your 5 year requirement.

The 5 year rule is generally not applicable for a disability retirement or VERA/VSIP, however it is not a guarantee.

2/23/2020

Federal Employees Health Benefits

- The Office of Personnel Management (OPM) has the ability to grant a “blanket waiver” which will be included in their approval and guidance for a VERA/VSIP.
- This means that if you currently do not meet the 5 year health benefit rule you do not have to request a 5 year waiver from OPM for the VERA/VSIP – provided a waiver was granted.

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Under a VERA, the Office of Personnel Management has the ability to grant a “blanket waiver” for the 5 year rule since the employee would not have known that a VERA would have potentially occurred.

The blanket waiver means that if you currently do not meet the 5 year health benefit rule, you do not have to request a 5 year waiver from OPM for the VERA/VSIP.

If the blanket waiver is granted by OPM for a VERA/VSIP, it will be identified in their approval package to the agency.

2/23/2020

FEHB and Medicare

- At least one month before you reach age 65, you should contact Medicare to enroll in Medicare (Part A) Hospitalization Insurance.
- Also, at age 65, you will have the opportunity to pick up Medicare (Part B) Medical Insurance (doctors).
- Your FEHB plan will become secondary.

30

FEHB and Medicare.

At least one month before you reach age 65, you should contact the Medicare Office to enroll in Medicare (Part A) hospitalization insurance. Part A is free coverage that you have been paying for during your working career.

Medicare Part A is hospitalization insurance and Part B is for the physicians/doctors.

At age 65 (or older) if you retire after age 65, you will have the opportunity to enroll in Medicare Part B. When you enroll in Part B, your FEHB plan will become secondary.

The Medicare Office will go over this with you at the time you turn age 65 or when you contact their office if you retire and you are older than 65.

2/23/2020

FEHB and Survivor Annuity

- If you are enrolled in a self & family option, or self plus one and covering your spouse on your FEHB, you must leave some type of a survivor annuity for your spouse in order for him/her to continue enrollment in FEHB should your death occur first.

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FEHB and leaving your spouse a survivor annuity.

If you are enrolled in a self and family option, or self plus one option and are covering your spouse on your health benefit plan, you **MUST** leave some type of a survivor annuity for your spouse in order for him or her to continue enrollment in the Federal Employee Health Benefits Program should your death occur first.

2/23/2020

CSRS Survivor Annuity

- * Maximum Survivor Annuity is 55% of the gross monthly annuity.
- * Will cost you approximately 10% of your monthly annuity to leave the maximum survivor benefit for your spouse.
- * Can leave as little as \$1 per month to your spouse – this would enable them to continue with their FEHB coverage.
- * OPM will bill for the premium if survivor annuity is not enough to cover premium.
- * If leaving less than the full survivor annuity, spouse must sign off on form and have it notarized.

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We will now discuss survivor annuities.

A survivor annuity is a monthly retirement annuity that your spouse will receive in the event that you should precede them in death.

There are differences in survivor annuities for CSRS and FERS however, under both retirement systems, you must leave your spouse some type of survivor annuity and have a self and family, or self plus one (covering your spouse) health plan at the time of your death for your spouse to be able to continue with the health benefit coverage in the event that your death occurs first.

CSRS and FERS have different options available to the retiree regarding the amount of a survivor annuity that they can leave their spouse. CSRS has more flexibility in the amount that they can leave.

The maximum amount that a CSRS retiree can leave their spouse is 55% of their gross monthly annuity. To leave the maximum amount of a survivor annuity to your spouse it will cost you approximately 10% of your monthly annuity. You can leave a survivor annuity from the maximum of 55% of your monthly annuity to 55% of any dollar amount as low as \$26 per year which equates to \$1 per month.

Leaving at least a \$1 per month annuity to your spouse and having your spouse covered under your health plan at the time of your death enables your spouse to continue the health benefit coverage if the retiree dies first.

If the survivors monthly annuity from OPM is not enough to cover the monthly health benefit premium, the Office of Personnel Management will bill the survivor for the premium amount due.

If a retiree is leaving their spouse less than the full survivor annuity, the spouse must sign off on a form at the time of retirement which indicates they are aware of the survivor annuity election chosen. This form must also be notarized.

2/23/2020

FERS Survivor Annuity

- * Maximum Survivor Annuity is 50% of retirees annuity.
- * Will cost you 10% of your monthly annuity to provide full survivor annuity.
- * Partial Survivor Annuity – 25% of retirees annuity.
- * Will cost you 5% of your monthly annuity to provide a partial survivor annuity.
- * If leaving less than the full survivor annuity, spouse must sign off on form and have it notarized.

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FERS Survivor Annuity.

Under FERS, the maximum amount that a retiree can leave their spouse is 50% of their monthly annuity. This is referred to as a full survivor annuity. To leave your spouse the full survivor annuity it will cost the retiree 10% of their monthly annuity.

There are two other survivor annuity options under FERS. A partial survivor annuity can be left for a spouse which is 25% of the retirees annuity. To leave a partial survivor annuity it will cost the retiree 5% of their monthly annuity.

The other option is to not leave a survivor annuity at all for your spouse.

If the retiree is leaving less than the full survivor annuity, the spouse must also sign off on a form at retirement and the form must be notarized.

As a reminder, you must leave your spouse some type of survivor annuity and have a self and family, or self plus one (covering your spouse) health plan at the time of your death for your spouse to be able to continue with the health benefit coverage.

2/23/2020

Life Insurance - FEGLI

- ✧ In order to take your Life Insurance coverage into retirement with you, the 5 year rule also applies to FEGLI. Whatever coverage you have at the time of retirement, you must have been carrying for the 5 years prior to your retirement.
- ✧ When you retire, you have to complete a SF-2818 form which tells OPM what you intend to do with your Life Insurance.

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Federal Employees Group Life Insurance (FEGLI).

In order to take your life insurance coverage into retirement with you, the 5 year rule previously discussed, also applies to FEGLI. Whatever the amount of coverage that you have at the time of retirement, you must have had for at least the 5 years prior to your retirement.

FEGLI does not have a blanket waiver as an option under a VERA as the Federal Employees Health Benefits can and generally does.

At the time of retirement, there is a Standard Form 2818 that is completed as part of your retirement packet which indicates to OPM what amount of life insurance coverage you want to take into retirement.

2/23/2020

Life Insurance - FEGLI

Basic Life Insurance

- ⌘ Equivalent to yearly salary rounded up to the next \$1000, plus \$2000 more.
- ⌘ Have 4 options as to what basic coverage you elect to take into retirement.
- ⌘ No reduction, 50% reduction, 75% reduction, Decline to take any coverage into retirement.

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Basic Life Insurance.

Basic Life Insurance is equivalent to the employees yearly salary rounded up to the next thousand dollars, plus two thousand dollars more.

You must take the basic life insurance into retirement if you want to carry any of the optional life insurance that we will discuss in future slides.

There are 4 options as to what you can do with your basic life insurance going into retirement.

You can elect no reduction in your life insurance, a 50% reduction in life insurance, a 75% reduction in life insurance or decline to take any life insurance coverage into retirement.

2/23/2020

Life Insurance - FEGLI

- Reductions are gradual and begin the month after you turn 65.
- The basic insurance is reduced at a rate based on which option of reduction that you elect.
- 75% reduction reduces 2% per month for 37 ½ months until initial value reaches 25% value of initial value of the life insurance.
- No premium cost for 75% reduction after you turn age 65.

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Reductions in life insurance are gradual and begin the month after the retiree turns age 65, or the month following retirement if the employee is over age 65 at the time of retirement.

The basic life insurance is reduced at a rate based on which option of reduction that you elect.

The 75% reduction reduces 2% per month for 37 ½ months until the initial value of coverage reaches 25% value of the initial amount of the life insurance.

There is not premium cost for the 75% reduction election after the retiree turns age 65. If the employee is over age 65 at retirement, there is not a monthly premium in retirement for the 75% reduction and the life insurance starts reducing the 2% per month, the month after the employee retires.

2/23/2020

Life Insurance - FEGLI

- ✧ 50% reduction reduces 1% per month for 50 months until initial value reaches 50% of the initial value of the life insurance.
- ✧ Premium cost decreases at age 65, however there is still a premium after age 65.
- ✧ No reduction election is extremely expensive with slight cost reduction at age 65.

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The 50% reduction election of basic life insurance reduces 1% per month for 50 months until the life insurance value reaches 50% of the initial value of the life insurance.

The premium cost decreases at age 65, however there is still a monthly premium after age 65.

If the retiree is over age 65 at that time of retirement and elects the 50% reduction, the coverage will start reducing the month after retirement for the 50 months until the coverage amount equals the 50%.

The no reduction election is extremely expensive with a slight cost reduction at age 65.

The current premium cost of No Reduction is \$2.45 per thousand dollars of the basic insurance amount until the month after the retiree turns age 65.

The current premium cost of No Reduction is \$2.13 per thousand dollars of the basic insurance amount starting the month after the retiree's 65th birthday.

The coverage election amount into retirement will not ever go down unless the retiree contacts OPM in retirement to reduce their coverage. Once the retiree's election is made, they can always reduce their coverage while in retirement, however the retiree can not elect to increase their coverage in retirement.

2/23/2020

Optional Life Insurance

- ✧ **Must take Basic Life Insurance into retirement in order to elect any of the Optional Life Insurance.**
- ✧ Option A (Additional \$10,000)
- ✧ You can elect to either continue or not continue enrollment.
- ✧ At age 65, premiums stop and this option automatically begins to reduce in value at a rate of 2% per month for 37 ½ months until it reduces 75%. Ending value is \$2,500.

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Optional Life Insurance in retirement.

In order to elect to take any of the Optional Life Insurance into retirement, you must take some form of the Basic Life Insurance as previously discussed.

Option A is an additional \$10,000 in life insurance.

At the time of retirement you can either elect to continue or not continue this option (provided that you have had it for the 5 years prior to retirement).

With this option, the premiums stop at age 65 (or immediately upon retirement if the employee is over age 65 at the time of retirement) and the amount of the coverage starts reducing in value at a rate of 2% per month for 37 ½ months until the coverage reduces 75%. The ending value after 37 ½ months is \$2500, which is as low in value as the coverage will ever go.

2/23/2020

Optional Life Insurance

- Option B (Multiples of salary option)

You can continue option B and take either no reduction or a full reduction beginning at age 65. (Premiums continue to increase in 5 year increments (ie. 55, 60, 65 etc)).

- Option C (Family coverage)

You can continue option C and take either no reduction or a full reduction. If retiree dies first the Family Option is over because the retiree is the policy holder.

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Option B Life Insurance

Option B is multiples of your yearly salary rounded up to the next thousand dollars. An employee can be carrying up to 5 multiples of their yearly salary. Premiums continue to increase in cost in 5 year increments, even in retirement. As example premiums increase at age 55, 60, 65, etc.

You can continue Option B and elect to take either a no reduction or full reduction in coverage beginning at age 65. The no reduction means that your coverage will not reduce unless you contact OPM and elect to have it reduce. The premiums will continue at the 5 year increment. The full reduction means that your premiums will stop at age 65 but the amount of coverage will decrease 2% per month for 50 months until the coverage amount is gone.

Option C Life Insurance is Family Coverage.

Option C covers spouses and children up to age 22.

Under family coverage, up to 5 multiples is also available, however the coverage amount is different than Option B. Under the family option each multiple for a spouse is \$5,000 in coverage and each multiple for children is \$2,500 in coverage. Family coverage is across the board and is the same premium cost no matter if you are covering just a spouse, a child or children or a combination of spouse and children. The maximum amount of coverage on a spouse is \$25,000 and the maximum amount on children up to age 22 is \$12,500. Option C also carries the no reduction or full reduction election at the time of retirement.

Option C Coverage does not automatically reduce when a spouse dies or last family member ceases to be eligible. You must complete a new election form which is Standard Form 2817.

To complete a new form in retirement you would contact the Office of Personnel Management or as an employee you would contact your servicing Shared Service Center.

If the employee or retiree should die first, the family option ceases because the employee/retiree is the policy holder.

If you are unsure what coverage you currently have, please review your electronic Official Personnel File (eOPF) and your latest SF-2817.

2/23/2020

Life Insurance - FEGLI

FEGLI premiums can be computed at:

<http://www.opm.gov/calculator/worksheet.asp>

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OPM has an excellent life insurance calculator that is available on their website to calculate FEGLI premiums. The calculator is available at the link provided in the slide.

2/23/2020

DESIGNATION OF BENEFICIARY

- ✧ Life Insurance – FEGLI – SF2823 (eOPF)
- ✧ Unpaid Compensation – SF1152 (eOPF)
- ✧ FERS Retirement – SF3102 (eOPF)
- ✧ CSRS Retirement – SF2808 (housed at OPM)
- ✧ Thrift Savings Plan – TSP-3 (housed at TSP)

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It is strongly suggested that you review your eOPF not only for FEGLI coverage but also to review your designation of beneficiary forms on file. The most recently dated beneficiary form is what is applicable in the event of an employee or retirees death.

In the absence of a beneficiary form, there is an order of precedence that is followed for the payment of any monies due. The order of precedence is surviving spouse, child or children in equal shares, surviving parents or parent, all the way down to the next of kin.

Beneficiary forms for FEGLI Life Insurance (SF2823), Unpaid Compensation (SF1152) which is for the employees final pay check and their annual leave payout, and FERS Retirement (SF3102), are housed in an employees eOPF. The originals of these forms should be submitted to your servicing Shared Service Center. The designation of beneficiary form for CSRS Retirement, SF2808 is housed at OPM and should be mailed to the address on the form. The TSP-3 for TSP contributions is housed with the Thrift Savings Plan and should be sent to the address or fax number listed on the instruction page of the form.

Designation of beneficiary forms may be completed at any time and as often as desired. The completed forms must be completed in ink, must be error free and originals of the documents must be submitted.

The Thrift Savings Plan is the only designation of beneficiary form that can be submitted via fax, however it may also be mailed.

2/23/2020

Thrift Savings Plan - TSP

- ※ If you turn age 55 or older in the year that you retire, you will be able to have full access to your TSP contributions and earnings without any penalty for withdrawing your TSP contributions.
- ※ TSP will automatically withhold 20% Federal Taxes anytime that they send you money from your TSP.
- ※ You will be responsible for state tax withholding.

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Thrift Savings Plan

If you turn age 55 or older in the year that you retire, you will be able to have full access to your TSP contributions and earnings without incurring any penalty for withdrawing your TSP contributions.

The Thrift Savings Plan will automatically withhold 20% Federal Income Tax for monies that they send you from your TSP, however you will be responsible for any state tax withholdings that are necessary or any percentage over the 20% held out for Federal Income Tax..

2/23/2020

Thrift Savings Plan - TSP

EXTREMELY IMPORTANT INFORMATION

- If you take a VERA and you are **NOT** age 55 or older in the year that you retire, you will be subject to a **10% penalty** if you withdraw your TSP funds PRIOR to age 59 ½.
- Example: Retire under VERA at age 52. If you withdrawn any TSP funds prior to age 59 ½ they are subject to 10% penalty and also 20% Fed Tax.

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This is extremely important information regarding your Thrift Savings Plan if you are retiring under a VERA.

If you elect to take a voluntary early retirement and you are NOT age 55 or older in the year that you retire, you will be subject to a 10% early withdraw penalty if you withdraw any TSP funds PRIOR to age 59 ½.

As an example: You retire under a VERA at age 52. If you withdraw any of your TSP funds prior to age 59 ½, they are subject to a 10% penalty. Additionally TSP will withhold an additional 20% as their standard Federal Tax withholding.

2/23/2020

Thrift Savings Plan - TSP

EXTREMELY IMPORTANT INFORMATION

Must be 55 or older in the year that you retire to withdraw TSP without penalty. This does not apply to Law Enforcement Officers (LEO).

Otherwise must wait until 59 ½ to make withdraw to avoid penalty.

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The information on early TSP withdraw is so important that it warrants stating again.

You must be 55 or older in the year that you retire to avoid an early withdraw penalty of 10%. This penalty does not apply to Law Enforcement Officers who have different age and service requirements for their retirement.

If you are under age 55 in the year that you retire you will need to wait until you are age 59 ½ or older to make a withdraw without the 10% penalty.

The website for the Thrift Savings Plan is www.tsp.gov.

2/23/2020

Deposits for Military Service

- Deposits for periods of Active Duty Military **MUST be completed PRIOR** to an employee retiring from the agency.
- Please contact your servicing HR Shared Service Center if you have periods of active military duty that you would like to discuss.

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Deposits for active duty Military Service MUST be completed prior to an employee retiring from the agency.

Please contact your servicing Shared Service Center if you have periods of active military duty that you would like to discuss. The HR Specialist will be able to provide you with estimates that will help you determine if making a military deposit would be beneficial to you or not.

2/23/2020

BENEFEDS

Supplement Dental and/or Vision

- 5 year rule does not apply to carry Dental/Vision into retirement.
- Can enroll in retirement during Open Season even if you were not enrolled at time of retirement.
- www.BENEFEDS.com / 877-888-3337

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The BENEFEDS program is supplemental dental and/or vision coverage that is available to employees and retirees.

The 5 year rule does not apply to carry the dental or vision coverage into retirement.

You can enroll in the supplemental coverage in retirement during Open Season, even if you were not enrolled at the time of retirement. The same dates of Open Season for the health benefits are the same as for the supplemental dental and vision.

The web address is www.BENEFEDS.com and their customer service number is 877-888-3337

2/23/2020

Flexible Spending Account - FSA

- ✧ Your Health Care FSA will terminate as of the date of your separation.
- ✧ There are no extensions.
- ✧ Any health care expenses incurred PRIOR to the date of separation will still be reimbursable, but those incurred after the date of separation will not.
- ✧ www.fsafeds.com / 877-372-3337

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Your Health Care Flexible Saving Account will terminate as of the date of your separation.

There are no extensions.

Any health care expenses that are incurred PRIOR to the date of separation will still be reimbursable, but those incurred after the date of separation will not.

Even if you have received more funds back than you have contributed at the time of your separation, you will not owe the funds back to FSA.

You have until April 30 of the following year to submit claims towards your current year, however the receipt date cannot be after you separated from the agency.

2/23/2020

Obtaining an Annuity Estimate

- You can request an annuity estimate from your servicing HR Shared Service Center.
- You can also use the FHR online tool which will be available on the agency's Early Out/Buyout link:

<http://intranet.epa.gov/policy/buyouts/index.htm>

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Obtaining an annuity estimate.

You can request an annuity estimate request form from your HR Shared Service Center.

Estimates are prepared by retirement specialists in your human resources office and will be emailed to you for review upon completion. They will be glad to go over the estimates with you at that time and answer any questions that you may have.

You can also use the FHR online tool to calculate your own annuity estimates. The FHR online tool will be available at the agencies Early Out Buyout Link which is shown on the screen.

2/23/2020

Best timeframes/dates to request Retirement Estimate

- 1 – 3 years from anticipated retirement date
(estimate is prepared on “high 3” consecutive years salary)
- FERS – Best date to retire is last day of the month
(Annuity effective date is the first day of the following month)
- CSRS – As close to the end of the month, but have up through the 3rd day of the month
(Annuity effective date depends on retirement date)

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When should an employee request a retirement estimate?

In general, outside of a VERA/VSIP window, employees should request an estimate within one to three years from the anticipated retirement date.

Estimates are prepared using your “high 3” average salary. Usually, the final three years of service include the highest pay, but pay from an earlier period can be used if it was higher.

When estimates are projected in the future, the estimate is prepared using current high 3. The farther away from the projected retirement date, the less accurate your estimate will be.

For FERS employees the best date to retire is last day of the month. The annuity will begin the first day of the following month.

For CSRS employees– the best date to retire is the closest date to the end of the month, up to the 3rd day of the month. When retiring at the end of the month the CSRS annuity will begin the first day of the following month.

2/23/2020

Preparation of Annuity Estimate for Regular Retirement not VERA/VSIP

- **High Priority:** Within 1 year of expected retirement date
- **Medium Priority:** Within 1 – 3 years of expected retirement date
- **Low Priority:** Within 3 – 5 years of expected retirement date

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Preparation of estimates are provided based on the timelines indicated.

Estimates requested within one year of projected retirement will be returned within ten business days of receipt at the respective Shared Service Center. This is considered a High Priority request.

Estimates requested over one year and up to three years of a projected retirement date will be returned within thirty business days of receipt at the respective Shared Service Center. This is considered a Medium Priority request.

Estimates that are requested for over three years of a projected retirement date will be returned within 45 business days of receipt at the respective Shared Service Center. This is considered a Low Priority request.

The Shared Service Center will provide up to three estimates per request.

Generally the estimate is prepared well in advance of the service standards, however there may be times that information must be requested from OPM or be retrieved from the Federal Records Center which may delay the completion of the estimate.

2/23/2020

Review Estimate

- Service history: The estimate should provide beginning and ending dates of each appointment to federal service, along with the agency and type of retirement coverage.
- Deposit information: You may have to pay a service credit deposit in order to receive an unreduced retirement or to receive credit for certain service.
- Review eOPF and communicate with Specialist regarding documentation that may need to be provided to obtain credit.

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Once you receive your annuity estimate back from your servicing Shared Service Center, please ensure that you review your estimate for your complete service history.

The estimate should provide beginning and ending dates of each appointment to federal service, along with the agency and type of retirement coverage. Review in detail, especially if you have worked at various agencies or have breaks in your Federal Service and possibly withdrew your retirement contributions.

Also look at periods of non career time when you were not paying into a retirement system and were paying only into FICA (Social Security).

Review Peace Corp or Periods of Active Duty Military – Does a deposit need to be made?

Your servicing Shared Service Center will be glad to go over your estimates with you and answer any questions that you may have.

2/23/2020

For Questions regarding this presentation, VERA/VSIP, optional retirement or to request an annuity estimate, please contact your servicing HR Shared Service Center

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This concludes the general information session on VERA/VSIP and general retirement information.

We hope that this presentation has provided you with some useful information to assist you with some major life decisions on your retirement, whether it is due to a VERA/VSIP or an Optional Retirement.

Employees are encouraged to contact their servicing Shared Service Center with questions regarding this presentation, VERA/VSIP, optional retirement or to request an annuity estimate.

Thank you.

2/23/2020

CONTACTS

http: **Ex. 6 - Personal Privacy**

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Who to contact???

A list of contacts for the HR Shared Service Centers can be found at the link on the slide.

The following slides indicate which HR Shared Service Center your office is serviced by and the contact information for that Shared Service Center.

2/23/2020

Research Triangle Park (RTP)

OA

OCFO

OEI

OGC

OCSPP

ORD

OARM (RTP staff only)

Regions 1,2,3 & 4

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Research Triangle Park (RTP) services the following offices and regions.

OA, OCFO, OEI, OGC, OCPSS, ORD, OARM (for RTP staff only) and Regions 1, 2, 3 and 4.

2/23/2020

Cincinnati

OARM

OECA

OLEM

Regions 5,6,7 & 8

The Cincinnati Shared Service Center services the following offices and regions.

OARM, OECA, OLEM and regions 5, 6, 7 and 8.

2/23/2020

Las Vegas

OAR

OITA

OIG (Benefits Only)

OW

Regions 9 & 10

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The Las Vegas Shared Service Center services the following offices and regions.

OAR, OITA, OIG (for benefits only), OW and regions 9 and 10.

2/23/2020

Research Triangle Park

Penny Thompson

Email: thompson.penny@epa.gov

Phone: (919) 541-1526

OCFO, OEI, OCSPP, OA, OARM (RTP only)

Cynthia Burt

Email: burt.cynthia@epa.gov

Phone: (919) 541-0309

Regions 1, 3 and 4

Cat Gillikin

Email: gillikin.caterina@epa.gov

Phone: (919) 541-0673

ORD, OGC and Region 2

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This slide shows the contacts for Research Triangle Park for inquiries on retirements, annuity estimates and VERA/VSIP.

2/23/2020

Cincinnati

Send an email request to:

CIN_HRSSC_Benefits_Central@epa.gov

Call the Cincinnati HRSSC

513-569-7699

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The Cincinnati HR Shared Service Center has established a dedicated email box and common line phone number that is used for requesting annuity estimates, general inquiries or questions regarding all benefit, retirement and VERA/VSIP.

The email box is listed on the screen along with the benefits number. The mailbox is monitored throughout the day. You are encouraged to use the dedicated email box versus sending an email to a specific HR Specialist.

Estimates are prepared by retirement specialists in your human resources office and will be emailed to you for review upon completion. We will be glad to go over the estimates with you at that time and answer any questions that you may have.

Completion of Annuity Estimate Requests for the potential VERA/VSIP are currently being given top priority and will be completed prior to regular annuity estimate requests.

2/23/2020

Las Vegas

Send an email request to:
ESB_SSC_LV@epa.gov

Call the Las Vegas HRSSC
702-798-2401

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The Las Vegas HR Shared Service Center has an email box and phone number that are used for requesting annuity estimates, general inquiries or questions regarding all benefit, retirement and VERA/VSIP.

The email box is listed on the screen along with the benefits number. The mailbox is monitored throughout the day. You are encouraged to use the dedicated email box versus sending an email to a specific HR Specialist.

2/23/2020

Message

From: Shinkman, Susan [Shinkman.Susan@epa.gov]
Sent: 4/19/2017 4:19:56 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]; OECA Office Directors [OECA_Office_Directors@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Cozad, David [Cozad.David@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: Follow-up to Friday's meeting
Attachments: Principles to Guide Decisionmaking on Restructuring OECA.4.19.17.docx

Attached is OCE's input on VERA/VSIP and restructuring

From: Badalamente, Mark
Sent: Monday, April 17, 2017 8:15 AM
To: OECA Office Directors <OECA_Office_Directors@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Follow-up to Friday's meeting

Thanks again to those who were able to participate on Friday. I'm attaching the 2 additional documents I handed out at the meeting – OMB's "Analytical Framework" for conducting reform/reorg analysis and the list of recommended data sources for support development of the Agency reform plans.

Here's a summary of what we covered and what needs to happen next:

- We discussed 2 related tasks:
 1. Identifying areas which OECA (as an NPM – including regional resources) would like to target an initial VERA/VSIP. **I need your input on this ASAP.** We owe a short (paragraph or 2) description to OARM in the next week or so, and need to coordinate with our lead region before submitting.
 - As I explained when we met, this effort is predicated on efficiencies and streamlining we can pursue in the current environment, including what we've gleaned of the Administrator's priorities and direction – not based on the skinny budget or projections about what the FY18 budget will look like once enacted.
 - My goal is to provide something to OARM that is at a high enough level that we are not bound by specific organizational commitments at this point (for example, specific reorg options, or commitments to eliminate specific programs). Based on some of our conversation on Friday, here's one example of how I'm thinking about this:
 - OECA is seeking VERA/VSIP authority to support our efforts to:
 - Combine enforcement and compliance monitoring activities that address the same media/operate under the same statutes;
 - Focus our resources on technical and legal work on areas where the states do not have a large role;
 - Prioritizing our work on areas where direct environmental and public health improvements are clear
 - Doing so would mean fewer enforcement cases, and fewer inspections, targeting our resources where they are most impactful. As a result, we would be able to operate with fewer attorneys, engineers, program analysts, EPSs, etc.
 - We would probably also include something about layering and decreasing the number of managers and supervisors in the organization. As I noted, the OMB guidance specifically calls out deputies for consideration.
 2. Identifying candidate areas for possible OECA restructuring – ideas for combining or eliminating organizational structures, layering (removing management layers), focusing work on higher priorities, better aligning our work to the mission, etc. The goal is to identify how we can best function at reduced

FTE levels, assuming we will see some FTE and extramural reductions in FY18. We will have a longer session in the next couple of weeks to flesh out some specific options. **By this Thursday, I need your ideas.** From what you give me I will try to assemble some options and proposals to guide our next discussion.

- To help with both tasks, I suggested 3 tiers:
 1. Administrative efficiencies – continuing some of the work we identified in our earlier VERA/VSIP to streamlining and consolidate certain admin functions.
 2. Delaying – identifying management position that would not be critical, including opportunities to combine or eliminate smaller structures -- combining branches or eliminating sections, etc.
 3. Programmatic changes – opportunities for FTE savings through larger scale changes: Eliminating or greatly reducing functions (more centers of excellence, for example), combining larger organizational units (merging offices or parts of offices), aligning similar work being done in multiple offices, etc.

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: Ex. 6 - Personal Privacy

From: Badalamente, Mark

Sent: Friday, April 14, 2017 8:15 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>; Hindin, David <Hindin.David@epa.gov>; Leff, Karin <Leff.Karin@epa.gov>; Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Shinkman, Susan <Shinkman.Susan@epa.gov>; Tejada, Matthew <Tejada.Matthew@epa.gov>; Tomiak, Robert <tomiak.robert@epa.gov>

Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>

Subject: FW: tomorrow's OD discussion

In addition to what I sent you yesterday, I'm attaching the press release from an event the Administrator held yesterday to release his "Back-to-Basics agenda. I don't think this constitutes a statement of priorities, but it is an indication of his direction. Nothing surprising, but thought it might be another helpful touch point for the discussion we will start today.

From: Badalamente, Mark

Sent: Thursday, April 13, 2017 4:43 PM

To: OECA Office Directors <OECA_Office_Directors@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>

Cc: Milton, Laura <Milton.Laura@epa.gov>

Subject: tomorrow's OD discussion

Office Directors:

Here's some background materials for our meeting tomorrow morning. The first item is a suggested list of topics and a rough framework to guide our discussion. The remaining items are for background purposes – a historical look at our FTE levels, our org chart and a set of functional statements. Finally, I'm including yesterday's OMB memo on "Reforming the Government and Reducing the Federal Workforce."

As I said this morning, tomorrow is just a starting discussion. My hope is that we can agree on some areas we'd like to focus on more closely and some next steps. Larry would like to have a half or full day off-site in the near future, so I'd like to have a couple of options developed beforehand. In addition, I'll fill you in what I know on the guidance we will soon receive on EPA's implementation of the April 12th memo, and the immediate tasks that we will have to do as a result, which we will also talk about tomorrow.

Please treat this meeting and the materials, particularly the budget chart, with utmost discretion.

Thanks!

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673

Mobile: Ex. 6 - Personal Privacy

Principles to Guide Decisionmaking on Restructuring OECA

Need to think corporately. Our perspective and decisions need to be based on what is best for OECA as a whole, and to avoid parochial considerations based on current structure and scope of responsibility/functions. This is not the time for internal “power grabs” and we need to recognize that the part of OECA in which many of us currently work will not be the same (or even exist as a separate unit).

Focus on the Core. Each office’s individual functions and activities need to be reviewed and assessed for whether it directly and substantially supports core enforcement and compliance work. Any that do not should be support the core should be considered for elimination or transfer to another AA-ship (*e.g.*, CAA applicability determinations).

Align Office Functions and Activities with New Administration Priorities. Enforcement programs should focus primarily on areas where the federal role is central – direct implementation responsibilities and areas where states do not have authority, have not taken the program, or have been unable to get compliance without a federal presence. In addition, the delivery of compliance assistance will likely need to be re-emphasized.

Group Similar Functions and Activities/Eliminate those that are Duplicative. Similar functions are spread across multiple OECA offices (*e.g.*, the civil enforcement function is spread across three separate offices). These should be combined wherever possible, both for reasons of efficiency and for reducing duplicative management structures.

Consolidate Overlapping Program Areas. There are a number of programmatic areas and functions for which responsibility is split, creating institutional inefficiencies and overstaffing due to each office covering “their” area where there is overlap. An inventory of these overlapping functions is needed so that they can be consolidated under a single management structure. The function and role of different OECA offices should be complementary, not overlapping.

How Best to Support/Integrate with Regional Enforcement Programs. While there are a number of areas that are unique to OECA and do not have a regional counterpart, when evaluating any particular function or activity using these principles, the analysis needs to include an assessment of how well it supports regional enforcement work, and whether it can be streamlined, made more efficient, etc.

A dispassionate application of these principles will force some hard choices. Each office’s functions and activities need to be identified and evaluated, and decisions made on them using these principles.

Message

From: Kelley, Rosemarie [Kelley.Rosemarie@epa.gov]
Sent: 4/19/2017 12:23:42 AM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: Re: Vera/vsip

This is helpful. Thanks for your quick reply.

From: Milton, Laura
Sent: Tuesday, April 18, 2017 8:21:24 PM
To: Kelley, Rosemarie
Subject: RE: Vera/vsip

The agency is beginning to craft an early out (VERA)/buy out (VSIP) plan for this fiscal year. Although the FY18 budget request includes proposed reductions, we don't/won't have an appropriation for next year for some time so this buyout is going to be based on our ideas for achieving efficiencies through things that I haven't started trying to write up yet but will include opportunities like centralizing admin work, delayering management, working with our state/tribal partners to give them the opportunity to take the lead in addressing issues, etc. I'm hoping that you all send in some good ideas that will be in line with the reform plan guidelines. We will leave it as vague as possible to allow us as much flexibility as we can get but the template is by AAship, location (dc/field), job series, and grade and then we must indicate for each the number of positions that will be eliminated and the number that will be restructured. I'm hoping we can try for restructured but we may need to see some eliminated to meet the "near-term workforce reduction" goal.

Anyway, to get to your question, I am really not very familiar with the rules but, based in my limited experience with followup from the last one, think both authorities are similar in effect but it depends on whether we designate the positions for elimination or restructuring up front. Restructuring could be grade-related (e.g., lower full performance level) or substantively different PD (which could be the case with some of our positions should we look at reorganizing). Based on what's been implemented since the last round, I expect these positions to be tracked closely, by name and by position number for several years. Of course, if the budget picture or program direction changes then I think we can change the assumptions under which these decisions were made and move forward. It feels like a lot of process that could be handled much better but we are working backwards, coming up with a buy out that's based on a plan and a budget that won't exist until the buy out is already finished.

Sent from my Windows Phone

From: Kelley, Rosemarie
Sent: 4/18/2017 6:51 PM
To: Milton, Laura
Subject: Vera/vsip

Laura-

How familiar are you with the VERA and VSIP rules? I just scanned the guidance docs on the OPM website and it seems that that the early out (VERA) is pretty broad. It can be used when an agency is "undergoing substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring." Although a VERA could be used to phase out a job classification, the authority is much broader than that. You can target organizational units, geographical locations, and grade levels (among other things). VSIP is a different authority and is focused on "surplus positions." Is VSIP the authority that limits our ability to re-hire into the same series/grade for a period of time? Or do both authorities impose that limitation? Thanks for your help.

Rosemarie

Message

From: Hindin, David [Hindin.David@epa.gov]
Sent: 4/18/2017 12:44:01 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]; OECA Office Directors [OECA_Office_Directors@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Cozad, David [Cozad.David@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: Follow-up to Friday's meeting - VV thoughts
Attachments: VERA VSIP Thoughts from OC.docx

Here are some thoughts, imperfect, on VERA VSIP.

David A. Hindin

Director, Office of Compliance
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency, Washington, DC 20460
Phone 202-564-1300

From: Badalamente, Mark
Sent: Monday, April 17, 2017 8:15 AM
To: OECA Office Directors <OECA_Office_Directors@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Follow-up to Friday's meeting

Thanks again to those who were able to participate on Friday. I'm attaching the 2 additional documents I handed out at the meeting – OMB's "Analytical Framework" for conducting reform/reorg analysis and the list of recommended data sources for support development of the Agency reform plans.

Here's a summary of what we covered and what needs to happen next:

- We discussed 2 related tasks:
 1. Identifying areas which OECA (as an NPM – including regional resources) would like to target an initial VERA/VSIP. **I need your input on this ASAP.** We owe a short (paragraph or 2) description to OARM in the next week or so, and need to coordinate with our lead region before submitting.
 - As I explained when we met, this effort is predicated on efficiencies and streamlining we can pursue in the current environment, including what we've gleaned of the Administrator's priorities and direction – not based on the skinny budget or projections about what the FY18 budget will look like once enacted.
 - My goal is to provide something to OARM that is at a high enough level that we are not bound by specific organizational commitments at this point (for example, specific reorg options, or commitments to eliminate specific programs). Based on some of our conversation on Friday, here's one example of how I'm thinking about this:
 - OECA is seeking VERA/VSIP authority to support our efforts to:
 - Combine enforcement and compliance monitoring activities that address the same media/operate under the same statutes;
 - Focus our resources on technical and legal work on areas where the states do not have a large role;
 - Prioritizing our work on areas where direct environmental and public health improvements are clear

Doing so would mean fewer enforcement cases, and fewer inspections, targeting our resources where they are most impactful. As a result, we would be able to operate with fewer attorneys, engineers, program analysts, EPSs, etc.

- We would probably also include something about layering and decreasing the number of managers and supervisors in the organization. As I noted, the OMB guidance specifically calls out deputies for consideration.
- 2. Identifying candidate areas for possible OECA restructuring – ideas for combining or eliminating organizational structures, layering (removing management layers), focusing work on higher priorities, better aligning our work to the mission, etc. The goal is to identify how we can best function at reduced FTE levels, assuming we will see some FTE and extramural reductions in FY18. We will have a longer session in the next couple of weeks to flesh out some specific options. **By this Thursday, I need your ideas.** From what you give me I will try to assemble some options and proposals to guide our next discussion.
- To help with both tasks, I suggested 3 tiers:
 1. Administrative efficiencies – continuing some of the work we identified in our earlier VERA/VSIP to streamlining and consolidate certain admin functions.
 2. Layering – identifying management position that would not be critical, including opportunities to combine or eliminate smaller structures -- combining branches or eliminating sections, etc.
 3. Programmatic changes – opportunities for FTE savings through larger scale changes: Eliminating or greatly reducing functions (more centers of excellence, for example), combining larger organizational units (merging offices or parts of offices), aligning similar work being done in multiple offices, etc.

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

US Environmental Protection Agency
William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673
Mobile: Ex. 6 - Personal Privacy

From: Badalamente, Mark

Sent: Friday, April 14, 2017 8:15 AM

To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>; Hindin, David <Hindin.David@epa.gov>; Leff, Karin <Leff.Karin@epa.gov>; Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Shinkman, Susan <Shinkman.Susan@epa.gov>; Tejada, Matthew <Tejada.Matthew@epa.gov>; Tomiak, Robert <tomiak.robert@epa.gov>

Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>

Subject: FW: tomorrow's OD discussion

In addition to what I sent you yesterday, I'm attaching the press release from an event the Administrator held yesterday to release his "Back-to-Basics agenda. I don't think this constitutes a statement of priorities, but it is an indication of his direction. Nothing surprising, but thought it might be another helpful touch point for the discussion we will start today.

From: Badalamente, Mark

Sent: Thursday, April 13, 2017 4:43 PM

To: OECA Office Directors <OECA_Office_Directors@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>

Cc: Milton, Laura <Milton.Laura@epa.gov>

Subject: tomorrow's OD discussion

Office Directors:

Here's some background materials for our meeting tomorrow morning. The first item is a suggested list of topics and a rough framework to guide our discussion. The remaining items are for background purposes – a historical look at our FTE levels, our org chart and a set of functional statements. Finally, I'm including yesterday's OMB memo on "Reforming the Government and Reducing the Federal Workforce."

As I said this morning, tomorrow is just a starting discussion. My hope is that we can agree on some areas we'd like to focus on more closely and some next steps. Larry would like to have a half or full day off-site in the near future, so I'd like to have a couple of options developed beforehand. In addition, I'll fill you in what I know on the guidance we will soon receive on EPA's implementation of the April 12th memo, and the immediate tasks that we will have to do as a result, which we will also talk about tomorrow.

Please treat this meeting and the materials, particularly the budget chart, with utmost discretion.

Thanks!

Mark Badalamente
Acting Deputy Assistant Administrator for Management
Senior Resource Official (SRO)
Senior Information Official (SIO)
Office of Enforcement and Compliance Assurance

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William Jefferson Clinton Building
Room 3235 South
Office: 202-564-4673

Mobile: Ex. 6 - Personal Privacy

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 4/17/2017 12:15:10 PM
To: OECA Office Directors [OECA_Office_Directors@epa.gov]
CC: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Cozad, David [Cozad.David@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: Follow-up to Friday's meeting
Attachments: A5 Analytical Framework.pdf; A6 Data Sources.pdf

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Office: 202-564-4673
Mobile: Ex. 6 - Personal Privacy

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Sent: Friday, April 14, 2017 8:15 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Barnet, Henry <Barnet.Henry@epa.gov>; Hindin, David <Hindin.David@epa.gov>; Leff, Karin <Leff.Karin@epa.gov>; Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Shinkman, Susan <Shinkman.Susan@epa.gov>; Tejada, Matthew <Tejada.Matthew@epa.gov>; Tomiak, Robert <tomiak.robert@epa.gov>
Cc: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Cozad, David <Cozad.David@epa.gov>; Miles, Erin <Miles.Erin@epa.gov>
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Sent: Thursday, April 13, 2017 4:43 PM
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Cc: Milton, Laura <Milton.Laura@epa.gov>
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Office: 202-564-4673

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Message

From: Starfield, Lawrence [Starfield.Lawrence@epa.gov]
Sent: 5/23/2017 7:57:00 PM
To: Badalamente, Mark [Badalamente.Mark@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]
Subject: FW: Workforce Reshaping Summary information
Attachments: Copy of 05232017VERA VSIP Major Themes For Agency.xlsx

Importance: High

Mark/Laura,

Let's discuss.

Larry

This message is CONFIDENTIAL, and may contain legally privileged information. If you are not the intended recipient, or believe you received this communication in error, please delete it immediately, do not copy, and notify the sender. Thank you.

From: Vizian, Donna
Sent: Tuesday, May 23, 2017 10:46 AM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Workforce Reshaping Summary information
Importance: High

Hi Everyone, First, please keep this close hold. I ask that you share by hard copy only to those helping you with this effort.

Attached is the result of the data collection on V/V plans. There are 2 summary charts. The "By Office" chart shows the percentage of offers accepted by NPM/Region. It ranges from a low of about **Ex. 5 - Deliberative Process** The second summary chart "EPA" provides the percentage by Theme. I have also included a tab for each office. We will talk about next steps at noon.

thanks

Printing Instructions: On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

From: Vizian, Donna
Sent: Friday, May 12, 2017 3:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna